

# Camp

# St Mary of Egypt

Sponsored by the parishes of the Northwest  
Deanery of the  
Antiochian Orthodox Christian Archdiocese

## Staff Manual

[www.campstmary.org](http://www.campstmary.org)

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## Contact Information

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## Greetings, Camp St. Mary of Egypt Staff!

(Hr7.1B)

Welcome to our precious Orthodox Christian Camp of St. Mary of Egypt! Here you will find a special and unique combination of the timeless and ancient Apostolic Orthodox Church amidst the grand natural beauty of the American Northwest. There is nothing quite like it! Our campers experience the deep possibilities afforded by the presence of many priests and faithful staff in residence for the week while at the same time swimming and hiking and participating in so many joyous activities. One week at Camp St. Mary of Egypt can transform a young person's life both in the short term and in the long term. We have seen this countless times over the nearly 20 years since our founding. As an all-volunteer staff, our “benefits” are of the spiritual nature. We come together to grow spiritually with campers and staff alike. So please feel free to jump right in and become a part of our growing legacy. May your camp experience bless you richly for many years to come!

This Staff Manual covers all the major aspects of your day-to-day work and activities. Please take the time to familiarize yourself with it. Feel free to contact the Camp directors with any questions you may have.

Again, thank you for your willingness to devote your time and talents to this very important work!

## Camp St Mary of Egypt Mission Statement

The mission of the Camp St Mary of Egypt is to provide to young people a living experience of the Holy Orthodox Faith, in community with other campers in a peaceful camp environment. We promote the enriching of our Orthodox Faith, practice in living in community, growth in personal relationships as well as personal responsibility, and an appreciation for living in God’s creation.

## Camp St. Mary of Egypt’s Hiring Policy

(HR7.1A)

To fulfill CSME’s Mission Statement, we strive to accept caring, qualified volunteer staff who are Orthodox Christians, or catechumens, in good standing in their respective churches and who will provide a model of Orthodox Christian behavior in word, deed and action to our campers.

# ~Daily Camp Schedule~

(HR7.1.F)

## Monday

1 – 3:00 pm Registration  
 3 – 4:30 pm Camp Blessing & Rules  
 4:30 – 6:30 pm Cabin time  
 6:30 pm Dinner  
 7:30 pm Team Time  
 9:00 pm Dismissal  
 (younger)/Afterglow  
 10:00 pm Dismissal (older)/Lights  
 Out (younger)  
 11:00 pm Lights Out (older)  
**Counselor Staff  
 meeting 11:15pm**

## Saturday

7:30 am Sleep-in, No Early Bird  
 8:00 am Matins  
 9:00 am Breakfast  
 9:45 am Cabin Time/pack up  
 10:15 am Camp clean-up  
 11:00 am Awards Ceremony (chapel)  
 11:30 am Camper departure

## Tuesday through Thursday

7:00 am Early Bird  
 (on lawn near swimming area)  
 8:00 am Matins  
 9:00 am Breakfast  
 9:45 am Cabin time  
 (prepare to go to Morning Session)  
 10:00 am Morning Ed Session 1  
 11:00 am Morning Ed Session 2  
 12:00 pm Cabin Time  
 12:30 pm Lunch  
 1:15-1:30 pm Cabin Time  
 (prepare to go to Activity Sessions)  
 1:30 pm Activity Session 1  
 2:30 pm Activity Session 2  
 3:30 pm Snacks for campers  
**(Support Staff meeting)**  
 3:45 pm Team Time  
 5:00 pm Cabin Time  
 5:30 pm Vespers  
 6:30 pm Dinner  
 7:30 pm Evening Program  
 9:00 pm Dismissal for Younger Campers/Afterglow  
 10:00 pm Dismissal for Older Campers/Lights Out for Younger Campers  
 11:00 pm Lights Out  
**11:15 pm Counselor Staff meeting**

## Friday

7:00 am Wake-up, No Early Bird  
 7:30 am Pre-Communion Prayers  
 8:00 am Divine Liturgy (chapel)  
 9:30 am Breakfast  
 10:15 am Cabin time/change clothes  
 (prepare to go to Morning Session)  
 10:30 am Morning Ed Session 1  
 11:30 am Morning Ed Session 2  
 12:30 pm Cabin Time  
 1:00 pm Lunch  
 1:45 pm Cabin Time  
 (prepare to go to Activity Sessions)  
 2:00 pm Activity Session 1  
 3:00 pm Activity Session 2  
 4:00 pm Snacks for campers  
 4:30 pm Cabin Time  
 5:30 pm Vespers  
 6:30 pm Dinner  
 7:30 pm Evening Ceremony

## ~Before You Arrive At Camp~

Here is a list of the things you should and shouldn't pack for Camp:

- Please bring:
  - This handbook (it is fine to bring it on a Kindle or similar device)
  - Icons for your cabin's prayer corner, including an icon of Christ and the Theotokos, as well as any others you'd like to bring
  - A spiritual book to read with your cabin in the evenings (lives of saints, etc.; if you're not sure, please contact us for recommendations)
  - Optional: LED-style "fake" candle to set up in your cabin prayer corner, small decorative cloth or napkin to lay under icons
  - Clothing for 9 days of staff training and camp (see Staff Dress for particulars)
  - Bedding: bottom sheet for mattress AND sleeping bag or full sheet set & blankets
  - Pillow
  - Laundry bag
  - Flashlight
  - Alarm clock (it is OK to use the alarm on your smartphone)
  - Smartphone—please bring at your own risk, but we will use these to set up a text network during camp so that we can quickly and easily reach one another
  - Towels—one bath, one beach, and washcloth
  - Toiletries (there is no camp store, so bring everything you need)
  - Sunscreen and insect repellent
  - Lip-balm
  - Reusable water bottle: we require all staff & campers to carry their own water bottle
  - Backpack for Activity Sessions (to carry sunscreen, water bottle, etc.)
  - Fan: this is optional, but highly recommended as it can get warm in the cabins
  - Talent show/skit props (optional, but can be fun!)
  - Personal medications: any necessary medication needs to be originally labeled with your name and physician's instructions and turned into the Camp Nurse/Doctor at Check-in. There can be NO medications of any kind kept in cabins, OTC or prescription, except Epi-pen or Inhaler, with Nurse/Doctor approval. Thanks for your cooperation!

- Some optional items: camera (it is OK to use the camera on your smartphone), journal, night light, fun decorations for your cabin (twinkle lights, paper chains, etc.), books that can be read aloud to campers prior to Lights Out, games or other activity supplies for cabin time.
- Games to share in social time during Staff Training
- Please DO NOT bring: (OM4.1)
  - Music players (Ipod, MP3 player, etc.)
  - Other electronics (if you need to bring them for college/online classes, they can be brought at your own risk and used ONLY during free time: CSME will not replace lost/broken electronics; they can be stored in the staff room during the week of camp if you don't want to keep them in your cabin)
  - Food (we can't have food in the cabins)—the food at camp is plentiful and there is also a staff “Luau Room” with treats just for you!
  - Jewelry or other expensive clothing/items
  - Tobacco, alcohol, vaping items, illegal substances, over-the-counter(OTC) medications
  - Dangerous implements (knives, axes, fireworks)or weapons
  - Pets or animals of any kind
  - Personal sports equipment which should be handled or stored safely from others (ie. archery, bats, hockey sticks, climbing gear, etc.)
- Regarding Personal Valuables:

Do not to bring other personal sports equipment, expensive jewelry or any such valuable possession to camp. CSME accepts no responsibility for any such item brought and somehow lost or stolen.

## ~When You Arrive At Camp~

- Personal Vehicles (OM4.1)

All cars must be parked in the parking lot just outside the chapel. **IMPORTANT NOTE:** Personal vehicles should **never** be used to transport campers. The exception is the Camp Nurse/Doctor, when fulfilling duties.

- Personal Medications

Personal medications: any necessary medication needs to be originally labeled with your name and physician's instructions and turned into the Camp Nurse/Doctor at Check-in. There can be NO medications of any kind kept in cabins, OTC or prescription, except Epi-pen or Inhaler, with Nurse/Doctor approval. Thanks for your cooperation

- Using Your Cell Phone

We ask that you do not use your phone during camp hours, with the exception of your free time each day (you may use your cell phone as a camera or alarm clock or to **text with other staff as needed**). You are responsible for your electronic device—CSME is in no way responsible for loss or theft and will not replace any electronic devices.

- Staff Dress (HR7.1F)

All staff should model Christian modesty in their choice of attire and be good role models for campers. The following is the camp's dress code given to the campers and parents when they register:

While camping is of an informal nature, Christian modesty should be your guiding principle when packing. Excessively revealing clothing should not be packed as inappropriate clothing will not be permitted to be worn. **Inappropriate clothing includes, but is not limited to:** open back tops, low-cut fronts, skin tight clothing, half shirts, bikini bathing suits (tankinis are permitted as long as the midriff is completely covered), tank tops, shorts cut shorter than a few inches above the knee, low-cut waistlines, and tank-top undershirts. No more than two pairs of earrings are permitted for girls, and none for guys. Excess earrings and all other body piercings must be removed prior to admittance to camp. Tattoos must be covered at all times while at camp. Sagging



pants and exposed underwear are a no-no as well. Because of our outdoor setting with uneven terrain, tree roots, etc., backless shoes (flip-flops, etc.), open-toe shoes, and high heels are not safe and should not be packed and worn at camp. Athletic shoes must be worn during Afternoon Program.

Dress for daily church services is casual. For the Divine Liturgy, which will be celebrated at least once during camp week, boys are expected to wear a collared shirt, and girls should wear a dress or skirt and blouse.

We do not recommend bringing expensive or name-brand clothing or other expensive items to camp. Each article of clothing and all gear should be clearly labeled for identification. Cabin storage space is limited, so please be mindful in packing and do not bring excessive amounts of clothing and other items.

- Cabin Preparation and Safety Check

Prior to campers arriving, counselors should make a thorough safety check of their cabins, ensuring the following:

- Clean, disinfected and dry floors
- Disinfected bathrooms
- Disinfected mattresses
- Operational Fire Extinguishers and Smoke Detectors
- All primary and secondary exits are accessible
- No safety hazards present (broken glass, poisonous or hazardous materials, unauthorized cleaning materials, etc.)

Throughout the week of camp, a continuous awareness should be kept to preserve this safe environment. This includes making sure campers are sleeping in appropriate arrangements and that exits are not blocked by luggage or other obstacles.

- Become Familiar with THE CAMPER RULES

(OM4.1)

These rules are posted in the cabins. They are printed here to allow you to become well acquainted with them:

1. You will be expected to do as you are asked by those in authority, including the Camp Director, counselors, and camp staff.
2. When someone is speaking, you must be quiet and listen.
3. Dress modestly.
4. All campers and Staff are expected to treat everyone with respect as their brother and sister in Christ. Therefore, any exclusive pairing off as a couple, or encouragement of this behavior (through talking about “crushes” or gossiping, etc.) is unacceptable.
5. Smoking, cigarettes, vaping, alcoholic beverages, and drugs or other illegal substances are not permitted.
6. Knives, lighters, matches, fireworks, firearms, and other dangerous items or weapons of any kind are not permitted. CSME reserves the right to search a camper’s or staff’s belongings if any of these items are suspected to be in their possession and will confiscate such items. At the discretion of the Camp Director, these items may be disposed of or returned to the camper’s parent upon departure from camp.
7. Fighting is not permitted, including rough housing which might damage property or hurt smaller campers.
8. Swearing will not be tolerated.
9. Raiding of cabins is not permitted.
10. NO pranks of any kind will be allowed—on your cabin mates, other cabins, siblings, etc.
11. Taking anything that is not yours without permission is stealing and is not permitted.
12. We respect camp property as well as the property of others. No defacing or destruction!
13. All medications must be given to the camp nurse at Registration.
14. All campers must remain at camp for the entire camp session.
15. Camp fires are permitted only in a designated area at the direction of the Camp Director
16. The signal bell will be used only by the Camp Director in case of fire or emergency.
17. Fire alarms and extinguishers are for emergency use only.

18. No pets or animals are allowed at camp.
19. Any electronic items that accompany the camper for the trip to camp must be stowed in the camper's luggage during the entirety of the time that camp is in session and may not be used. CSME is not responsible for the loss or damage of such items. If such items are found to be in-use, they will be removed from the camper's possession until departure time. We STRONGLY encourage campers to leave all electronic items at home.
20. Campers are not permitted to have cell phones at camp. Camp is a time to "disconnect" from the everyday world and connect with nature, God and our brothers and sisters in a unique Orthodox Christian camp community. For those campers who use their phones for traveling, phones will be collected upon check-in on Monday and stored until departure time on Saturday.
21. All personal sports equipment should be left at home. This may include archery equipment, bats, hockey sticks, climbing gear or other equipment which should be handled or stored safely from others.
22. All vehicles should be parked only in the specified parking area. No camper is permitted to leave, or come and go, during the camp session. (Staff may only leave camp with prior permission from the Camp Director)

Non-compliance issues: While all disciplinary action will be taken to attempt resolution on site, the Camp Director reserves the right to dismiss campers for gross violations of camp rules. Parents will be responsible for arranging and covering costs for their camper's early departure.

## ~CSME Staff Code of Conduct~

(HR.7.1.F)

The safety of each and every camper and the reputation of CSME as a whole rests with the staff. One's position on the staff of CSME changes one's relationships with others simply because of the status and authority that go with this position. These issues of power may or may not be consciously perceived by either party in a relationship. Regarding staff/camper interactions, these issues play an even larger role, again often without the conscious perception of them by either person, and with the added issues of legality.

Because of this, there are certain behaviors which must be enumerated, and from which no staff volunteer during the duration of camp should be involved. These include:

- **Sexual Misconduct:** engaging in any sexual physical touching of any kind,( including but not limited to, kissing, petting, caressing, or any other sexual contact intended for sexual gratification,) with any other person related in any way to the camp, including but not limited to, campers, counselors, volunteers, or facility employees. Also, engaging in vulgar, obscene, suggestive, or profane talk or behavior is strictly forbidden. There are additional behaviors, which, while not intended for sexual gratification, are nonetheless inappropriate due to the above-mentioned issues of propriety. They include interactions between counselors and campers such as: massages, sitting on laps, and full body hugs. **For safety sake, never be alone, one-on-one, with a camper in an area that is not within auditory range or with-in view of other campers or staff. One-on-one conversations should take place in a visible area.** This will also be reviewed in Staff Training. **(HR8.B.1)**
- **Alcohol Use and Abuse:** Alcohol use may be legal for some staff members due to age requirements, but to protect the reputation of CSME, the following policies govern the use of legal substances for the entire duration of camp. The following are forbidden:
  - Possessing, distributing or drinking alcoholic beverages on camp property or in the presence of campers.
  - Being under the influence of any amount of alcohol while at camp.
  - Consuming alcoholic beverages to the point of intoxication as defined by the State of Idaho.
  - Consumption of any alcohol by a staff member under the legal drinking age of 21 in the State of Idaho.
  - Using, possessing, distributing, or furnishing any illegal substance.
- **Tobacco Use:** In order to provide the best example for our campers, the following policies are in place regarding tobacco use:
  - No use of tobacco or vaping is allowed on camp grounds or in the presence of campers.
  - All tobacco and vaping products are prohibited on camp property.
  - Campers who present nicotine addiction issues to staff can be referred to the Camp Director or Camp Nurse.

In addition to all of the above specified, any conduct that is in any manner inconsistent with the operation of an Orthodox Christian summer camp and the moral teachings of the Orthodox Christian Church is strictly prohibited.

- **Gross Violation** of the CSME Code of Conduct will result in disciplinary action from the Clergy Assistant Director and/or Camp Director, which may result in immediate dismissal from camp at your own expense. **(HR7.1.D, HR7.1.E))**

## ~When Campers Arrive~

- Registration

[see also, pg29]

The first day of each camp, counselors should be very welcoming and friendly to all campers and parents that arrive. First impressions of camp—especially camp staff--can lead to or prevent homesickness. Here are 5 specific steps that we should remember on the first day:

- **Hello!** Greet everyone you see, both parents and campers. Welcome them to the camp. Shake their hand. Be excited, energetic and friendly. Consider the person you're meeting—if the camper is 10 years old and only 3 feet tall— crouch down to their level and introduce yourself, rather than as standing as an intimidating figure looming over them.
- **You Can Do It!** Stay positive. Registration day can be hectic. Stay strong, focused, and support each other.
- **Friends.** Get to know the camper, and find things you have in common with them. This will allow the camper to feel a connection to you, and help them adjust to the new surroundings.
- **Luggage.** When a camper arrives, help them carry their luggage to their cabin. It is important to help them make their bed and get settled, because it gives them a specific place that they can call home for the session. They do not need to unpack everything, but a packed suitcase gives them the idea that they can still leave if they are having a bad time. When they are done, escort them back to the main meeting area near the chapel. No campers should be in cabins unattended—not on the first day—not ever. If the parents would like, welcome them to come and see where their child will be staying.
- **Introduce and Involve.** Introduce campers to other campers and other counselors. Remembering campers' names can be difficult, but it means so much to call a camper by their first name. Play sports and games with them or do anything to involve them with other staff and campers and to help them feel at home.

- Camper Health Assessment

When campers arrive, observe them in the cabin. In this setting one can assess the shy, aggressive, or possible discipline problems of the camper. Notify the Camp Nurse/Doctor if any potential health problems or concerns are suspected. No medications or aerosol sprays are to be kept in the cabin except for asthma inhalers or Epi-pens, with the permission of the Camp Nurse/Doctor.

## ~The Daily Camp Routine~

- Morning (OM13.2)

The best way to get cooperation is to model good behavior. Start the day positive and enthusiastically. Counselors should awake once the first camper awakes. Early Bird (EB) campers need to check-off their names on the cabin roster and take an EB name list with them to be turned in to the EB staff. EB campers should walk down to the lawn area in cabin groups, not alone. (If there is only one EB in the cabin, one of the counselors should accompany the camper down to EB) Camp wake-up is at 7am, but it is up to the counselor to determine if his/her cabin will need more time for morning prep. Be sure to leave enough time to wake up, get dressed, shower, clean the cabin, and be in church on time. **Remember, early is on time, and on time is late!**

- Cabin Cleanup

Duties should be divided fairly among the campers for the daily cabin cleanup to be done prior to church each day. Use discretion in delegating age-appropriate chores (e.g., age 10 and under should not be handling bleach, etc.). Duties include:

- Sweep floors
- Make bunks and put luggage away
- Tidy up around the outside of the cabin
- Keep bathroom clean and orderly
- Dispose all trash properly

- Support Staff Cabin Inspection (HR.7.1D)

During the morning routines, Support Staff will “inspect” the cabins for the above criteria and report their rankings at meal time. Throughout the day, the Support Staff will also assist the Camp Director in monitoring staff for complimentary or undesirable behaviors, adherence to the schedule, panache, general camper/staff interactions, as well as providing motivation, support and assistance when needed.

- Church Etiquette and Confessions

All campers and staff are asked to be reverent and respectful during church services. Standing together as a cabin is a great way to bond with your cabin. If your campers get tired, it is okay for them to sit down quietly for a little while. Remind your campers, and yourself, to use the restroom before Services. Remember, you are your camper's prime example of a model Orthodox Christian. During Services, restroom use should only be an absolute exception! For Divine Liturgy, encourage your campers to wear the church clothes they packed (for boys, pants and collared shirts; for girls, dresses or skirt and blouse). There will be time to change into regular camp clothes after breakfast. If campers chant or read in their own parishes, encourage them to stand at the chanter's stand and the Clergy Assistant Director will direct all chanters and readers. Try to create a quiet moment with your campers before entering the chapel—this helps get them in the mindset of reverence. This can be walking with no talking or taking a brief moment for a quiet “huddle” outside of the chapel. Priests will be available for **Confession** during the Services as well as during other times of the day. Please see the Priest that you'd like to meet with and arrange a mutual time with him. If your camper wants to meet with a priest at a time other than during the Services, help to arrange this and be mindful of where your camper is at all times.

- Meals

Cabins should always walk to meals together. When in the Dining Hall, keep focused on your campers. Make sure the server knows his/her job before sending him/her up to the window. Everyone should sit at the tables and not move around, except the server.

- Cabin Time

Throughout the day, there are “cabin time” periods. These are mostly transition times around meals, and are a good time for campers to use the bathroom, wash their hands, and, if needed, change into other clothing (e.g., after breakfast, after Morning Ed sessions, after lunch, etc.). After Team Time, the cabin time period should be a time for counselors to help their campers bond with each other through cabin activities. After dismissal from the Evening Program (at the designated time or as determined to be appropriate by the cabin counselors), the cabin time prior to Lights Out should be for quiet spiritual activities—stories about saints, priests' visits, reflection, preparation for sleep and Evening Prayers. Remember: Cabin Time is for whole cabin activities! For example, if a cabin decides to go to the game room, the entire cabin must go.

- Morning Education Sessions 1 & 2

Daily Christian Education Sessions will be held and be taught by the clergy. Please see the separate schedule for the topics. Campers will be grouped in brother-sister age groups. The first session will be about the daily topic and the second session will rotate between, Fire on Father, Saint of the week, Liturgical service (and schedule), and craft service.

- Afternoon Activity Sessions

(OM13.2, HR7.1.C)

Prior to each day, counselors will have their campers sign up for the two Activities that they'd like to participate in the next day. Swimming, canoeing, rock wall, ping pong/game room, crafts, mini-golf, nature walk, etc. are some of the fun activities (FACT) that they can choose from. At the night Counselor Staff meeting, the Activity Assistant will collect the sign-up sheets and distribute them to the Staff in charge of each next day's activity. This will serve as an attendance sheet for each activity. Should an emergency arise, the attendance sheet will account for each camper's whereabouts and help to determine if anyone is missing. After lunch, and a brief cabin time to prep for activities, outside of the dining hall counselors will hold signs for each FACT and Campers will line up behind the sign of their chosen activity. The assigned counselors will then check their attendance sheet and walk campers to their activity and remain at that activity for that session. The process repeats for the second session. Counselors will have one FACT session in which they will participate and the other activity session will be their personal free time. Afternoon activity sessions will be followed by a 30-minute snack session for campers. Support Staff will bring snacks and water to the lawn area, for the counselors to pass out to their cabins. Support Staff will then depart for their daily meeting with the Camp and Clergy Assistant Directors to discuss any pertinent issues.

- Snacks and Mingle/Support Staff Meeting

Prior to snack time, Support Staff will bring the snacks and water down to the specified area for the Counselors to pass out to their cabin group. Support Staff will then go to their daily meeting. Campers and counselors will mingle on the lawn until "Team Time."

- Team Time and Afternoon Competitions

One of the unique features of CSME is our daily afternoon and evening "Team Time," in which all counselors and campers are divided up into six teams for games and competitions throughout the



week. This division of campers, cabins, and counselors presents a wonderful opportunity for campers to get to know counselors and campers that are different ages or in different cabins better, which in turn fosters much of our camper camaraderie throughout the week. As a counselor, we encourage you to be a good role model of being a “team player”—make sure the younger campers are getting involved and that the older ones are including the younger ones. And have fun!

- Evening Program

Evening program is always a highlight at camp. It is a time of fun, fellowship and relaxation. Activities will alternate between skits/talent showcase, campfire with singing, active games, maybe a dance or something unique and new that our talented Activities Director comes up with!

- Dismissal

The younger campers will be dismissed to their cabins at 9 pm, or earlier, if their counselors determine that to be needed. The older campers will then meet in the large fireplace meeting room for social time/games (afterglow) until their dismissal at 10 pm.

After dismissal to cabins, any cabins that scheduled to have a priest do a Cabin Visit, should expect him to arrive within 10 minutes. The cabin should have a list of topics or questions that they'd like the priest to discuss with them. For propriety sake, campers should not change into their pajamas until the cabin visit is done and the priest has left their cabin. Only then, should regular bedtime preparations begin.

- Lights Out

Just before it is time for Lights Out, each cabin should say their Evening Prayers. After Lights Out, all campers should be in their beds, and the counselors should be in the cabin with them. At 11:10pm, one counselor should attend the Nightly Staff Meeting, while the other counselor stays in the cabin. Rotate this between you and your co-counselor. Keep in mind, there should always be at least one staff person responsible for your sleeping campers at all times. Support Staff can be scheduled to sit with your cabin until All-Camp Lights-Out at midnight, when all Counselors should be back in their cabins. You can spend some time just outside of your cabin, as long as you are within earshot and remember, you need to get your sleep too. Counselors are only allowed to leave their cabins after All-Camp-Lights-Out for emergencies.

## ~Supervising Your Campers~

- Campers are Never to be Left Alone!

Campers are never to be left alone at any time. If you see a camper by him/herself, please check on them or direct them to the proper place to be.

If a camper is missing from a session that you are supervising, be sure to alert another staff member who can locate the camper. If the camper is not found within a few minutes, the Camp Director or Clergy Assistant Director should be immediately notified.

- The Golden Rule for Camp Counselors: Expect Your Campers To Do Anything and Everything That You Do!

This includes the way you act, your attitude, and your time management skills. If counselors are on time for meals or church, then campers will be as well. If counselors have a positive attitude toward Church Services or an activity or enjoy the food that they have been given or say nice things about another counselor, then the campers will have the exact same attitude and say the exact same things. You be that good model of Orthodox Christian behavior.

- Maintain a Christian Cabin Atmosphere

Camp is an opportunity to escape the regular everyday distractions of life at home. Counselors are to maintain an Orthodox Christian family community atmosphere in their cabins. This atmosphere should be free of foul language (English and any other language), put-downs, electronic devices, and bullying. Start and end each day with prayer. You'll need to think like a parent, interact like a friend, guide and direct like a counselor, and behave as a great Orthodox Christian role model. Commit to CSME's Camp Rules and help give the campers the best camp experience possible, free from worldly distractions and enriched by experiencing a living expression of our Orthodox Christian Faith.

- Idle Talk and Community Life

*O Lord and Master of my life,  
Take from the spirit of sloth, meddling, lust of power, and idle talk.  
But give rather the spirit of chastity, humility, patience, and love to Thy servant.  
Yea O Lord and King, grant me to see my own sins, and not to judge my brother.  
For though art holy, always now and ever and unto ages of ages. Amen.*

The prayer of St. Ephraim the Syrian is such a powerful prayer, and unfortunately, it is usually only heard during the Lenten season. During your stay at camp, you will be living in a very tight community, where everyone knows everyone else and sees each other every single day. The campers and everyone around will always be watching everything we do. Living in this type of atmosphere, it is very easy to begin talking about other people and things that they do. The campers will talk about the staff because we are seen as glorified figures to them. In addition, staff members will also talk. Soon, the idle talk gets exaggerated, and stories are blown way out of proportion. Do your best to stop idle talk, not only this summer, but throughout the year as well. Let gossip stop when it reaches you.

- Empathetic Listening

As a counselor, it is important to be an empathetic listener. If your campers want to talk with you, listen to them carefully and show your attention to their needs and concerns. If a camper brings up an issue or topic that you feel is beyond your experience or capability, do not hesitate to bring the camper to the Clergy Assistant Director, Camp Director, or the Camp Doctor. Remember that you are not expected to “fix” things with your camper, but you are expected to listen thoughtfully and kindly.

- Abuse Awareness and Reporting

Any accusation or talk of any type of abuse at home or at camp must be reported to the Clergy Assistant Director immediately. This includes parent to camper, staff to camper, or camper to camper cases of abuse. All comments regarding abuse should be taken with utmost seriousness, and addressed immediately. Some warning signs to be watchful for are: unusual bruising or scarring; inappropriate social interactions such as excessive physical contact or aversion to physical contact; unusual comments about parental authority; unusual fearfulness of social interactions.

- Discipline of Campers

No camp staff shall engage in any physical punishment or any punishment that poses undue emotional stress on campers. Any “out of the ordinary” discipline problems should be handled with the assistance of the Clergy Assistant Director.

- Release of Campers

(OM13.1)

Campers should remain at camp for the duration of the camp session. In case of a Camp Director approved exception, (ie. doctor’s appointment), no camper is to be released to anyone outside of camp without the verified knowledge and consent of the Camp Director. **At registration, each parent notes “who” will be picking up their child. If it NOT a custodial parent, a specific name is given. A sign out sheet is made for each cabin and given to the head counselor on check-out day. Each camper must be signed out by a parent or those expressly named by the parent when the camper was signed in.**

- Camper Phone Calls Home

These are placed at the discretion of the Camp Director.

## ~Staff and Camper Health~

- Staff: Take Care of Yourselves!

During the duration of camp, staff must take special care to remain healthy in the face of long hours, exposure to variable weather, and living in close quarters with many campers. This will require good hygiene habits, sufficient sleep, and good eating habits. Staff members with illnesses that inhibit their work may be requested by the Camp Nurse/Doctor to be removed from their duties and remain in the Health Center cabin.

**Medications** from home must come in the originally labeled bottle with the physician’s directions specific for the individual taking the medication. Upon check-in, all medications will be turned into the Doctor/Nurse, and will be kept in the Nurse’s Health Center Cabin, both prescription and non- prescription. No medications may be kept in the cabins, except for an asthma inhaler or Epi-pen, which may be kept with the individual and should be carried in a fanny pack, on-person, when out of the cabin.

- Camper Health Concerns:

- **Dehydration:** Dehydration should never be confused with water conservation. Everyone needs to drink plenty of water throughout the day. All campers and staff must drink at least one full glass of water at each meal. At camp, we are always on the go, we are outside in the sun, and much more active than we are in our normal lives, so we must drink plenty of water to keep our bodies hydrated.
- **Hygiene:** It is the counselor's responsibility to make sure the camper takes a daily shower (remind the young ones that this involves getting wet AND using soap!) and brushes his or her teeth at least twice daily. If a camper needs items for personal hygiene such as toothbrush, toothpaste, shampoo, or deodorant, see the Camp Nurse/Doctor.
- **Nutrition:** Watch for eating problems such as not eating at meals, over eating, and not drinking enough fluids. Every camper and staff member must drink at least one glass of water at every meal. Fruit and vegetable consumption should be encouraged as well. Regular meal times and increased activity tend to make the overweight camper lose weight and the underweight camper gain weight. If you detect a nutrition or weight problem, contact the Camp Nurse/Doctor. Provision can be made to encourage these campers at meals and snacks.
- **Bowel Irregularity:** If there is suspicion of constipation, have the camper drink fluids and eat bran cereal, fruits, and vegetables. If the problem continues have them see the Camp Nurse/Doctor.
- **Earaches:** If the camper complains of an earache or has ear drainage, take them to the Camp Nurse/Doctor. You will be notified if your Camper has an ear infection or swimmers ear. Do not allow the camper to get into the water (river/lake) until approved by the Nurse/Doctor.
- **Nosebleeds:** To stop the bleed, have the individual sit, lean forward and apply pressure by squeezing the nose. If bleeding persists, take the camper to the Nurse's Health Center Cabin.

- **Bee Stings:** If the Camper is allergic to bees, have them sit quietly, and call for the Camp Nurse/Doctor. Ask the camper if they have an epi-pen for bee sting allergy. If so, be prepared to use it.
- **Feeling Faint or Dizzy:** Have the camper sit or lie down in a cool area and call for the Camp Nurse/Doctor.
- **Asthma Attack:** If the camper is having difficulty breathing, have them sit in a cool area and use their inhaler. If they improve, accompany them to the Nurse's Health Center Cabin. If they do not improve, call for the Camp Nurse/Doctor.
- **Choking:** Have the individual stand or sit erect, raise one arm, and cough. This helps to straighten the trachea. If the camper is unable to cough or speak, perform abdominal thrusts and call for help.
- **Heat Cramps/Exhaustion:** Symptoms may include painful muscle spasms or cramps in the abdomen or leg; moist, pale, or flushed skin; headache, nausea, dizziness, weakness and/or exhaustion. Treatment includes allowing the person to rest in a cool area out of the sun; applying cool, wet clothes to the skin; and giving fluids to drink if conscious. Call for the Nurse/Doctor if condition worsens.
- **Communicable Disease:** Prevention is the key. Insist on frequent hand washing, especially before meals and at bedtime. "Sneeze on the toes, not on the nose." Give a sneeze or cough "the cold shoulder," rather than covering your mouth. At any sign of sore throat, cold, cough, rash, or pink eye, take the camper to the Nurse's Health Center Cabin for assessment.
- **Universal Precaution:** Use a barrier when treating all injuries and open wounds. Federal regulations mandate the use of barriers (masks, gloves, etc.), hand washing, sanitizing and disinfecting procedures and appropriate waste disposal. Masks, gloves, face shields, and leak-proof containers are found in the Nurse's Health Center Cabin. Gloves are to be worn when cleaning up any kind of bodily fluid. The area should then be sprayed with disinfecting solution found in the Nurse's Health Center Cabin; allow disinfecting solution to sit for one minute before wiping dry. Medical waste (such as syringes, needles, or dressings wet with bodily fluids,) is to be placed in a sealed, leak-proof container for disposal -containers can be found in the Nurse's Health Center

Cabin. Complete an “**Incident Report**” form and then turn it in to the Camp Director or Nurse/Doctor, who will electronically document it.

### Incident Report Form

(OM5.1)

Incident Report Forms (IRF) will be included in each Cabin-Pack and in the Nurse’s Health Center Cabin. They are to be filled out by the staff witnessing or discovering situations such as:

Abuse; exposure to blood or bodily fluids; runaway/missing campers; counselor, camper discipline; incidents resulting in an individual being sent home; any accidents, near misses, emergencies, whether resulting in injuries or not.

Completed forms are to be turned-in to the Camp Director or Camp Nurse/Doctor for review and then will be input electronically into CampDoc. [see pg.28 for IRF]

## ~Emergency Procedures~

- General Emergency Plan (OM8.1A, OM11.1, OM11.2)

In the event of an emergency, a staff member is to inform the Camp Director or Camp Nurse/Doctor via **cell phone, or directly**. In the event the Camp Director or Nurse/Doctor is not available, the Clergy Assistant Director will assume the responsibility for contacting emergency personnel. No other camp staff should contact emergency personnel unless reaching the Camp Director, Clergy Assistant Director and Camp Nurse/Doctor proves to be impossible, then 911 services may be called. The **Camp Director or his/her designee will contact parents** as deemed necessary.

If the emergency merits gathering of the entire camp, the camp bell will be rung continually or fire alarm will sound until all staff and campers gather in the parking lot.

- Communications during Emergency (OM11.2, OM11.3)

During emergencies, all communication with Parents and/or **Media** should be done via the Camp Director or his/her designee, and not by any other camp personnel. If the Media, or another stranger is on campgrounds, direct them to the Camp Director or the camp office immediately. (In non-emergency situations, parents should only be contacted with the prior approval of the Camp Director.)

- Fire (OM8.1A)

  - Always be aware of the location of Emergency Exits, doors and screened windows, in case of need of emergency escape
  - If fire is discovered, sound the fire alarm. Also, if the fire alarm has sounded, keep calm and don't panic and immediately exit the building with campers. If the room is filled with smoke, keep low and crawl to exit
  - Notify, via cell phone or directly, Camp Director, Clergy Assistant Director or Camp Nurse/Doctor, who will contact Emergency Services
  - All staff, with their assigned campers, should gather in the parking lot and stay in that group
  - Staff should take attendance of their campers again and wait for further instructions from the Camp Director, Clergy Assistant Director or Camp Nurse/Doctor (OM13.2)
  - Support Staff will determine if all staff and campers are accounted for, and then notify the Camp Director
  - Staff and campers will remain in the parking lot until all-clear is sounded
  
- Thunderstorms/High Winds (OM8.1A)

At first sign of electrical activity in the immediate area, campers should be moved off of fields and out of the water. Announcements may be made to direct campers to the Chapel or to cabins. Counselors should remain with the campers in their care at the time the announcement is made.
  
- Unknown Person on Camp Property (OM 7.1)

In the event that an unknown person enters the campgrounds, including **Media**, please observe the following policy:

  - Welcome them warmly to camp.
  - Never approach a suspicious person or stranger alone.
  - Personally escort him/her to the Camp Director or Clergy Assistant Director (or Office) for further assistance (or arrange for them to be escorted by another staff member if that could mean leaving campers unsupervised).



• Lost or Runaway Campers (OM 10.1)

Counselors should be aware of where their campers are at all times. However, if a camper is missing or lost:

- Immediately contact the Camp Director, Clergy Assistant Director or Camp Nurse/Doctor.
- Remain calm and keep the situation private-- to help keep the campers calm as well.
- Do not send out a camper in search of another camper.
- Collect pertinent information from other campers
- Camp Director will organize search parties if needed
- If camper isn't found within one hour, law enforcement will be contacted by the Camp Director
- Within two hours, parents of missing camper will be notified by the Camp or Clergy Director

Training and Rehearsal (OM8.1B, OM9.1)

- During Staff training, all staff will be thoroughly briefed on Emergency plans and procedures.
- An emergency procedures rehearsal will also take place during training.
- At camp session start, Campground Staff will also present their Safety Orientation and Emergency Procedures to the campers and staff and will have a fire drill to allow physical rehearsal of the emergency procedure. Their instructions should be followed. [see pg.27]

## ~Departure Day~

• Check-out/Departure Day

There will be a lot of logistical things to handle during the last 24 hours before the campers leave. Remind the campers to collect their scattered belongings. These might include arts projects, towels, etc. The last couple of nights, it is a good idea to hold a cabin time that is a “wrap-up” of the week. This will help them to take all the things that they have learned throughout the week, and see how they can apply it in their daily lives at home.

The night before Departure Day, have your campers packed and ready for the morning. This is the time items often get lost and are not packed. Check under beds, in the bathroom, and in other

“hidden” places. Don’t let clothing get left behind—clothing, and other items left behind, will be donated to a local charity.

(OM13.1)

**Sign-out:** Remember that campers’ parents (or the parent’s specific designee) MUST sign their campers out before they can leave camp. Any collected cell phones will be returned to the camper and their parent/s. The procedure for this will be explained at the staff meeting just prior to departure.

- After the Campers Leave:

Counselors will check their cabins for cleanliness and for any articles left behind.

All Staff will gather for lunch, performance evaluations will be given out, and we’ll have a general debrief session.

- Following Camp:

Each Staff will be contacted for a follow-up communication for their input on the previous camp session and for any suggestions for next year’s camp.

## **Safety Orientation from Ross Point –**

(OM9.1)

To be gone over during Staff Training and Camper Orientation:

- We are glad you are here and trust it will be a great experience for you. If there is something you need while here, please let us know and if it is within our capabilities, we'll gladly take care of it.
- Ross Point comprises 62 acres bounded by fences on the North, East, and West, and the Spokane River on the South. Please use only the areas set up for your group, and away from camp houses, shop, staff cabins. Enter only your living area.
- Behavior: Be good stewards of the grounds, facilities, equipment, utilities, turn on lights when needed and off when done. Water is from the Spokane Aquifer, some of the purest, drink right out of the tap.
- Foot ware required in all public building areas and recommended everywhere except sleeping quarters and waterfront.
- Smoking only in outdoor designated areas, please use green ash containers.
- Mini-golf, indoor and outdoor basketball, volleyball, horseshoe pits, bouldering wall and swings available. Waterfront and canoes available seasonally, follow posted and verbal rules. (Water tool requires RP Lifeguard). Ice is never thick enough to be safe on. River flows west.
- Bell for meeting times and meal times, served promptly at published time.
- Fog Horn for emergencies, meet in parking lot for details.
- Computer, Phone and emergency numbers in foyer. Unsecured wireless connection in main buildings.
- Entrance into the River or Lagoon when lifeguards are not on duty is forbidden. Stay away from the shore and do not go on docks.
  - Avoid ALL wild animals.
- If unknown person is seen on property, please notify a staff person immediately.

**Accident/Incident Report Form**  
Developed by the *American Camp Association*®  
(Fill out 1 on each incident or person)

**CAMP ST. MARY OF EGYPT**  
Antiochian Orthodox Christian Archdiocese of North America  
53 Rim Drive Moyie Springs, ID 83845  
[www.campstmary.org](http://www.campstmary.org) 208-641-9836

Camp Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Name of Person Involved \_\_\_\_\_ Age \_\_\_\_ Sex \_\_\_\_  Camper  Staff  Visitor  
Last First Middle

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Type of Incident  Behavioral  Accident  Epidemic Illness  Other (describe)

Date of Incident/Accident \_\_\_\_\_ Hour \_\_\_\_\_  a.m.  p.m.  
Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury?  Yes  No If so, what activity? \_\_\_\_\_

Any equipment involved in accident?  Yes  No If so, what kind? \_\_\_\_\_

What could the injured have have done to prevent injury? \_\_\_\_\_

\_\_\_\_\_

Emergency procedures followed at time of incident/accident \_\_\_\_\_

\_\_\_\_\_

By whom? \_\_\_\_\_

Submitted by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_

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## **Verification of Absentee Campers**

**(OM13.2)**

- During the Registration period, the Registrar takes note of any absent campers
- These camper's parents are then called, for inquiry of an intentional, reason for their camper's absence, and this is noted.
- A Sign-out sheet is also prepared during Registration—noting parentally authorized pick-ups. This is also a secondary confirmation of all camper's check-in status.