



Staff Handbook
~ 2007 ~

Camp La Junta Counselor Handbook

Table of Contents

I.	INTRODUCTION TO CAMP LA JUNTA: <i>history, philosophy, camping in general,</i>	Page 3
II.	CAMP LA JUNTA TRADITIONS <i>organization, point system, ranch competition, daily and Sunday schedule, overnight campouts, evening activities, awards, black eagles, rough riders, cowboy of the day, shotgun of the day, CITs</i>	Page 6
III.	STRATEGIES FOR CAMP SUCCESS <i>discipline, communication, mediation, guidance counseling, general health, culture shock, esprit de corps; orientation with your cabin: clean up, rest period, dining hall, showers; cabin inspection, personal inspection; laundry, dealing with parents, letters home</i>	Page 16
IV.	STAFF JOB INFORMATION and STAFF POLICIES <i>time off schedule, curfew, counselor policies, staff structure, HIPAA, Sexual Harassment, Infirmary Policies</i>	Page 29
V.	LEADERSHIP SKILLS <i>dealing with camp, dealing with peers and superiors, COVEY, MAXWELL, BLANCHARD</i>	Page 36
VI.	GENERAL CAMP POLICIES <i>emergency procedure, misc. assignments, camper and parent policies, vehicle policies, infirmary policies</i>	Page 38

Section One

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Camp La Junta

~

***The Foundation
of the
Program***

INTRODUCTION TO CAMP LA JUNTA

The name La Junta comes from an old Indian word which means “the gathering place”. The La Junta Experience began in 1928 with four campers and a program for camping excellence which has continued to date. Third generation campers are now enjoying themselves, growing, discovering their capabilities and learning good citizenship.

In 1928, Dr. Ralph Walsh of Corpus Christi, invited family friends to send their children to spend the summer with him at his Hill Country home. The two story rock structure still remains adjacent to the current stables. In preparation of the summer of 1929, Dr. Walsh built three small cabins to house nearly 30 boys who would spend 8 weeks with him. One of those original cabins still remains in the backyard. In 1931, Dr. Walsh bought the adjacent property and built what is still today Camp La Junta for Boys. The beautiful camp grounds are conveniently laid out so that all activities can be reached without long walks. The abundant trees provide a canopy of cooling shade. Cabins are spacious and comfortable. Each has bathroom facilities and hot water showers. Activity areas are exceptional!

In the 1940s, the Walshes sold La Junta to Judge E.C. Gandy of Corpus Christi. In 1948 Luther and Tal Graham contracted with Judge Gandy to bring a string of horses and an exciting riding program to La Junta. They also brought their seven year old Larry, the current owner, to camp that summer. Luther and Tal Graham bought La Junta in 1956, and immediately set about the task of developing the program and improving the facilities.

In 1968, Wrangler Dave Domingue began attending La Junta. He has been here ever since, marrying and moving to Hunt in 1987. Current Director, Blake Smith, joined the La Junta staff in 1982, and moved full time to La Junta in 1984.

Growth and improvements have continued each year since 1928. As a result, La Junta has achieved wide respect for its high standards among campers, staff, parents and other camps. It has become synonymous with honor, integrity, good sportsmanship and good camping.

The La Junta experience remains a fun-filled, exciting time for a young man in his critical, formative years. The goal is to learn to laugh, to take life in stride and to acquire new and lasting values. Good citizenship and interpersonal responsibility are by-products of the close involvement with counselors and other campers. A successful La Junta Experience will give each boy a lasting brand of self-assuredness to carry forward in all of his endeavors.

Our Mission: *Camp La Junta for Boys exists to provide a camping environment which is moral, safe, entertaining and educational. We strive to provide every boy abundant individual attention to assure a unique experience which provides for his personal growth and leaves him knowing he's a successful, important young man. . .*

Our Philosophy: *The philosophy upon which our program and structure are based is: "A young man should be encouraged to make the most of his mental and physical capabilities, thereby increasing his self-confidence and self-image".*

Since its inception, La Junta has rallied around one simple foundation:

“A boy is the only thing that God has to work with to make a man.”

IF

If you can keep your head when all about you
are losing theirs, and blaming it on you,
If you can trust yourself when all men doubt you,
but make allowance for their doubting too;

If you can wait and not be tired by waiting,
or being lied about, don't deal in lies,
Or being hated don't give way to hating,
and yet don't look too good, nor talk too wise;

If you can dream and not make dreams your master;
If you can think and not make thoughts your aim,
If you can meet with triumph and disaster,
and treat those two imposters just the same;

If you can bear to hear the truths you've spoken
twisted by knaves to make a trap for fools,
Or watch the things you gave your life to, broken,
and stoop and build 'em up with worn out tools;

If you can make one heap of all your winnings,
and risk it all on one turn of pitch-and-toss,
and lose, and start again at your beginnings,
and never breathe a word about your loss;

If you can force your heart and nerve and sinew
to serve you long after they are gone,
and so hold on when there is nothing in you
except the will which says to them: "hold on!"

If you can talk with crowds and keep your virtue,
or walk with kings - nor lose the common touch,
If neither foes nor loving friends can hurt you,
If all men count with you, but none too much;

If you can fill the unforgiving minute
with sixty seconds' worth of distance run,
Yours is the earth and everything that's in it,
and - which is more - you'll be a man my son!

rudyard kipling

Camp La Junta

***Our Successful,
Traditional
Program***



THE RANCH COMPETITION SYSTEM:



It has long been La Junta's philosophy that realistic team competition is one of the best means of helping each camper develop confidence, self-reliance, good sportsmanship and a realistic perspective of winning and losing. Team competition serves to give added meaning to individual feats.

Our teams are called RANCHES. In the competition between the two ranches, the RUNNING W and the MALTESE CROSS, the emphasis is on each team member doing his best for the good of the ranch. Top priority is given to pulling together, rather than stressing individual competition.

On Sunday afternoon of opening day, all new campers draw out of a hat for their ranch. The drawing is random, but set up so that at the end of the ranch drawings there will be equal numbers of campers, in each division, on each ranch. A camper remains on the same ranch for the duration of his camp years.

The organization and running of the ranches is the responsibility of the two STRAWBOSSSES (coaches), their RANCH ASSISTANTS and BULLDOGGERS. The STRAWBOSS is a senior counselor. He is responsible for his ranch's organization, team spirit and enthusiasm and sportsmanship. The RANCH ASSISTANT is usually a Junior Counselor. He assists the Strawboss in the ranch duties and helps to bolster the spirit of the ranch during meetings and competitions.

There are 6 BULLDOGGERS in each ranch, one or two from each age division and a head bulldogger. They are selected at the end of the previous summer according to the amount of points earned that year for their ranch. Their duty is to lead their respective age divisions in team competition and meetings. They often serve as team captains in ranch games.

Unfortunately for counselors, the ranches are just for campers. All staff need to be extremely careful to show no partiality. It is important to support and cheer the campers in your cabin and classes when they compete or qualify, but be sure to cheer campers in both ranches.

Each Monday morning of the term, the leading ranch is announced and their Ranch Flag flies over the camp for the following week. The final announcement of the closing ceremonies is the winning ranch total for the entire term and the champions burn their ranch brand onto the permanent winner's plaque.

The most important aspect of the Ranch Competition is the fact that all campers are important. The point total at the end of term is usually close, so even the smallest point contribution is important. There are no bench-warmers because everyone's contribution is necessary and vital to a victory.

THE LA JUNTA POINT SYSTEM

Over the entire duration of the term, campers will be striving to gain points for themselves and their ranch. All of the personal points which a camper earns in his activities go toward his own total as well as the ranch total. Points earned in ranch games and swim/track meets go toward only the ranch total. At the end of the term, the ranch with the most points is declared the winner and burns their brand onto the permanent winner plaque.

The only way in which you can give campers points is through your activity. The system is set up to give the work put into classes additional significance. No points can be passed out in your cabin.

Campers can earn points in your activity in one of two ways - **qualifying or special achievements**. (1) The first is by qualifying. Every activity has pre-established qualification levels and necessary requirements for each. They are designed to take a terms worth of work to attain. For every qualification level a camper passes he will receive the proper points allotted for that level. All qualifications are turned in at the field office on the point slips provided, so that they may be recorded in the boy's permanent records and posted on the point boards. Activity packets will contain a listing of the proper amount of points for each qualification level.

(2) The second way that points can be passed out is for special achievement in your activity. Such things as extra effort, picking up supplies, unusually good displays of sportsmanship, class relays, etc. should be rewarded with additional points. These points cannot ever exceed 25, and most should be limited to 10. There is no limit to the number of times special achievement should be recognized. Also there can be a "person" (athlete, rider, etc.) of the day and week awarded in each activity. These correspond to 10 and 25 points each, respectively. Points should be turned in immediately so they can be posted and campers can see their achievements.

The point system is a successful way of positively reinforcing good actions and well-directed effort. Let the camper know immediately when he has earned points in your class, and make a significant announcement to the rest of the camp if the points reflect an outstanding display such as great sportsmanship. You will find that immediate recognition of the desired traits of good sportsmanship and leadership will result in their wide acceptance. You'll also find that campers will go to great lengths to be recognized. The point competition is an important tool to give each boy a sense of productivity and accomplishment throughout the term, as well as a strong sense of membership to a team!

THE SCHEDULE AT CAMP LA JUNTA:

Post the following schedules in your cabins. The bugles blow to signify all these times during the day, so the exact times are not important for you to keep track of. Keep the term schedule handy for all the kids. Its good to let them anticipate special functions.

Keep yourself abreast of the term schedule and be prepared for all the special events well in advance. Any revisions or substitutions involving the term schedule will be announced as far in advance as possible.

Daily Schedule

7:30	Counselor Meeting
8:00	Reveille
8:15	First Call
8:30	Breakfast
9:00	Cabin Cleanup
9:30	Personal Inspection
10:00 - 10:50	First Period
11:00 - 11:50	Second Period
11:50	Cookie Line
12:00 - 12:50	Third Period
1:00	First Call to Lunch
1:10	Lunch
1:45	Rest Period
3:45	Pony Express
4:00	Commissary
4:30 - 5:20	Fourth Period
5:30 - 6:20	Fifth Period
6:30	First Call to Dinner
6:45	Dinner
7:15	Free Time
7:45	Evening Activity
9:00	Recall From Evening Activity (TTS - Snacks, 9:15 Call To Quarters)
9:45	Tattoos - announcements and devotional
10:00	Taps - lights out
1:00	Counselor Curfew

Sunday Schedule

9:00	Reveille
9:30	Breakfast
10:30	Sunday School/Mass
11:00	Free Time cabin challenges tournaments
1:10	Lunch
4:00	Commissary
4:30	Ranch Games
6:45	Dinner
7:30	Recognition and Vespers
9:30	Taps

OVERNIGHT CAMPOUTS

CAMPOUTS: Each cabin will go on one campout during the term. On each campout, Wranglers will hike a short distance to their campout site. They will leave after dinner, free swim at the swing and then hike up to the site. Cowboys will travel by bus to the campout site at Honey Creek. Tophands will go to on horseback. All campouts except the Tophands will leave immediately after dinner, Tophands will meet at the riding truck as soon as fifth period is complete.

All counselors will be on duty the night of their cabin's campout. Bedrolls should be prepared at rest period on the day of the campout and brought to the red chairs before dinner. Wrangler ice chests will be delivered to campout sites and bedrolls should be carried. Cowboys and Tophands should get loaded immediately after dinner.

THINGS TO STRESS ON CAMPOUTS INCLUDE:

Snakes are a potential problem. Everyone must be alert, especially when hiking at and around dusk. **UNDER NO CIRCUMSTANCES** should campers be allowed to go hiking by themselves - there must **ALWAYS** be a counselor along. In the event of a snake bite, identify the snake, put ice on the bite and rush the camper at once to the hospital. A second counselor can take care of notifying camp after the first has left. There is no time to waste. Locate the hospital on your first night off.

Minor Injuries may be treated by a counselor at the campsite. If there is any question to the seriousness of an injury, a counselor should bring the boy back to camp to see the nurse. (The only exception being a snakebite).

Vehicles, at least one, will be at the campout site at all times. A camp vehicle will stay at the Wrangler campout site, or across the river at David Domingue's, and usually two vehicles will stay with the Honey Creek campouts. The senior-most counselors on the campouts are to drive the vehicles. Under no circumstances should any staff member under 18 drive a camp vehicle, especially with campers in it.

Skinny-Dipping is especially big at Honey Creek and counselors should be prepared. It is allowed and can be fun if handled properly. You should make sure it is an individual decision on the part of each camper, and **NEVER** allow a boy to be teased or forced to participate. Remember the sensitive nature of nakedness.

Campfire Stories are a highlight at campouts. They are fine if the you keep in mind the age of your campers. What seems mild to you could be terrifying to a camper. Children are very impressionable. Make sure your stories are aimed to entertain and excite the campers. Do not allow yourself to fall into the common trap of using the campers to entertain yourself. Don't take advantage of their naivete and trust to play tricks on them, damage their dignity or frighten them with realistic stories. If you let them, they will believe anything you tell them as the truth. Ghost stories can terrorize small children.

Ear Drops. There is alcohol in the first aid kit. If the guys go swimming, make sure they get eardrops when they get out.

Campfires are the most exciting part of the campout. Let it be a privilege to light the fire. Be safe as it burns into the night. Supervise everyone roasting marshmallows and hot dogs. Make sure your fire is out before your return to camp. Campout food is sent as a snack, not a meal. (except for the tophand

burger cookouts). Don't expect extras like buns, silverware, etc. Eat your hotdog off a stick!

Rain is another thing that can make a campout exciting. There are no extra nights for makeup campouts, so we'll forge on regardless of the rain. If the rain begins to come down hard in the middle of the night, stay put (except the nearby wrangler campouts - who should walk immediately back to your cabins). You stand a better chance where you are if the water starts to come up. It's much safer than driving across unfamiliar water crossings in the dark. If you are at Honey Creek and it starts to rain heavily, stay put, **we'll come and get you.**

Campout Checklist

What to Wear:

1. Jeans
2. Good Shoes
3. Heavy Shirt
4. Hat or Cap

Bedrolls

- :
1. Sleeping Bag.
 2. Flashlight
 3. Dry Underwear
 4. Swimsuit
 5. Sweat Shirt or Jacket
 6. Towel

Campout Supplies:

1. Ice Chest w/ Drinks
2. Campout Rations (watermelons, hotdogs, marshmallows, etc.)
3. Matches
4. Knife for Watermelon
5. First Aid Kit.
6. Toilet Paper.

Sample Campout Schedule

- | | |
|-------|----------------------|
| 7:30 | Depart Camp |
| 7:45 | Arrive Campout Site |
| 8:00 | Free Swim |
| 8:45 | Snack |
| 9:00 | Capture the Flag |
| 9:45 | Bravery Hike |
| 10:30 | Campfire and Stories |
| 11:30 | Bedtime |

- 6:30 Wake up, return to camp, shower before breakfast.

Note: Never take your campers anywhere but directly to your designated campout site. Do not stop on the way for any reason and do not leave the campout site for any reason.

EVENING ACTIVITIES:

Each night after the evening's free time there is an evening activity. These are designed to contrast with the Daily Activities and many are Ranch Competition Oriented. For many campers, the evening activities can be the best part of the day. Evening activities usually last from about 8:00 until 9:00, are posted on the term schedule and rarely change. Each on-duty member of the staff, C.I.T.s included, will be assigned to an evening activity (unless on a campout). Some typical evening activities include:

Cabin Night: Each cabin draws from a hat to see what activity the entire cabin will do.

Scavenger Hunt: gathering a predetermined list of articles from around the grounds in a limited amount of time. The fastest team or a group under the limit receives a special prize.

Treasure Hunt: Similar to the scavenger hunt, but the cabin must follow a series of clues, directions and riddles to arrive at a treasure.

Compass March: Like the treasure hunt, but with complex compass commands.

Night Hike: Evening hike up and around the hill.

Watermelon Hike: Carrying a huge watermelon (often cold, sometimes greased to a specific spot where the knife is stored). Teamwork and determination (and stamina) are the keys.

Airlift, Parlay and Postbox: Huge tag-like events, running away from counselors.

Ranch Games: . This is when the boys will separate on their specific ranches for a game of Kickball, Soccer or the like. There are Ranch Points at stake, but team spirit and sportsmanship are most important.

Choice Night: During choice night, the boys will be given a list of possible activities from which to choose. Each boy is the determiner of his own evening. Choices usually include: swimming, riflery, archery, canoeing, etc.

Campfire: Group gathering around the campfire: games, songs, skit and general mayhem.

Grand Prix: The Tophands have two grandprix races each term. These are literally Go Cart races, with each boy from each ranch driving a series of laps or obstacle courses. The ranch with the lowest accumulated time is the champion.

Riflery/Archery Shootouts: Another evening competition. Each member from the ranches shoots one target. The ranch with the highest total is the winner.

Capture the Flag. Traditional mayhem with ranch pride on the line.

Smuggler and Spies. Get a treasure, hide it on you, and smuggle it across enemy lines.

Escape from La Junta. Race around gathering clues to decipher the combination to the lock on the escape hatch.

SPECIAL AWARDS

(self-image builders)

The cornerstone of La Junta's program is the fact that each boy has realistic goals for which to strive. The following are some important, all-camp awards. These are very significant and take a longer commitment to achieve. Many are awarded at the end of the term so as to encompass the entire term's effort. Awards and rewards are more beneficial in determining a camper's behavior than punishment. We try to give awards, on several levels and for various reasons, as often as they are deserved. The prerequisites are in Parentheses.

Cowboy of the day: (Open to all Tophands) Each morning at the counselor meeting, a Cowboy and Shotgun of the Day are selected for the following day. These are announced just before taps. The Cowboy of the Day raises and lowers the flag, says a mealtime prayer and delivers the mail on horseback at pony express. Cowboys are selected for various reasons including reward for continual good behavior, as an example to other boys in the cabin, as a boost to help with homesickness, etc. The Cowboy of the Day comes from the Tophand Division.

Ranchhand and Shotgun of the Day: (open to all wranglers and cowboys) The Shotgun of the Day is selected from the Cowboy and Ranchhand from Wrangler divisions. Their duties are to assist the Cowboy of the Day in the flag ceremonies and to lead a mealtime prayer. They are selected for the same reasons as the Cowboys of the Day.

Manners Award: (open to all campers) The Manners Award is given out each Saturday evening to the boy in each cabin who has demonstrated the best table manners over the past week. They are selected by their cabin counselors and receive a soda and pizza dinner while the rest of the camp enjoys leftovers.

Qualification Patches: In each of the activities there are at least three qualification levels. These serve to give each boy an obvious goal in all of his activities, regardless of his camping experience. Points are awarded on the basis of the completion of qualification requirements. Along with the points, the boys receive award patches for each of their qualification levels. These are presented in their Closing Day packet.

Black Eagles: (second year campers, cowboys and tophands) The Black Eagles of La Junta are a group of honor campers. They are boys who continually display the finest characteristics of sportsmanship, teamwork, leadership and humility. Black Eagles wear a distinguishing blue bead necklace and participate in many special activities during the term. New members are selected by a dual vote of senior counselors and current Black Eagles. New initiates are "tapped out" in a surprise ceremony in front of the entire camp.

Rough Rider Nominees/Rough Riders/All Around Cowboy: (2nd year campers) The Rough Rider nominees are the best 18 horseback riders at camp. They are selected purely on their riding ability. The nominees take an extensive afternoon trailride during which their advanced ability in saddling/bridling brush and general riding is evaluated. The boys with the highest riding and general scores are announced in a special ceremony as the La Junta Rough Riders. These eight boys go on a two day ranch trip, working game and ranch stock. On Closing Day, the All Around Cowboy is selected from these eight. The All Around Cowboy is selected by the senior counselors and based purely on the best overall camping skills.

Sportsmanship: (2nd year campers) There are three sportsmanship awards given each term — one from each division. These are picked at the end of the term by the senior counselors based on overall good sportsmanship qualities and are open to all second year campers.

Daily/Sunday Recognition: Sunday evening, just before the vespers service, is a special Sunday night recognition. Each activity counselor announces and introduces a couple/few (no more than three) campers from his activity who have made significant achievement over the week. These should be based on skill, effort and cooperation. Sunday evening is a good time to recognize some of the weaker campers who are slow to qualify.

Daily recognition can take place at any meal. These are spontaneous recognitions for significant achievements during the day. (Setting rifle range record, fastest time in obstacle course, best display of sportsmanship at softball game, etc.) A little bit of recognition can go a long way towards curing a case of homesickness or a discipline problem.

Filthy Foot Dinner Guests: There are guys who would simply benefit from a random boost. Each Sunday evening, the La Junta Filthy Feet (experienced La Junta staff) host a special dinner table with a special meal. Each invites one guest to join him. They can have had great weeks, challenging weeks or just be in need of an extra boost.

THE C.I.T.S:

Camp La Junta's Counselors in Training (C.I.T.s) are young men, who at the age of fifteen have completed the Advanced Camper program. They were accepted to make the transition to staff member because of their maturity, responsibility, good judgement and staff potential.

The transition from being looked after by the staff to looking after others as part of the staff is a difficult and time-consuming task. Therefore, there is a special program that enables the C.I.T.'s to gradually experience the staff side of camping while assisting in many of the activities, working with campers of various ages and learning the behind-the-scenes aspects of the general camp operations.

CITs are in limbo. They have earned more responsibility than campers, but are not ready for as much responsibility as staff. They need to be encouraged and challenged, but watched over carefully.

Cabins: Each C.I.T. will be assigned a cabin in which to live and assist throughout the term. They should act and be treated as staff.

Activities: The C.I.T.s will have a rotating schedule of many of the camp activities. They should be asked to assist whenever possible. By the end of the day they should be comfortable enough to teach that day's activity on their own. For perspective sake, they will also have Kitchen, Maintenance and Field Office Assignments.

Meetings: The C.I.T.s will have regular group meetings and several individual conferences throughout the term. Relay your input about specific C.I.T.'s to the program director on a regular basis.

General: Although we are trying to make C.I.T.'s into responsible young people, we must still realize that they are only 15 years old and most still have a 15-year-old level of maturity and judgement. Treat them with the respect they deserve. Don't simply give them all the undesirable work, fetching cookies, calling roll, loading ammunition.

NOTE: Don't allow yourself to grow too comfortable when there is a C.I.T. around. Don't ever leave them alone with a class of kids at the waterfront or let them drive camp vehicles. Don't take a nap on the archery range because a C.I.T. is teaching your class.

Remember MURPHY'S LAW and how it pertains to C.I.T.'s: "anything that they can screw up, they will, and at the worst possible time". That said, they are the Program Directors of the future and need to taste plenty of opportunities for successful leadership.

Camp La Junta

***Strategies
for Success***

YOUR RELATION TO THE CAMPER

Dealing successfully with campers will be the most important part of your summer. Campers come to La Junta each summer from many walks of life with a entire range of experiences, strengths, problems and personalities. They have all been brought up differently and have developed different habits and life-styles. **It is vital that the counselor realize that each child is an individual who means more to his parents than anything else in the world.**

Campers at La Junta are classified in Four Age Divisions: The Wranglers (1st, 2nd & 3rd Graders), The Cowboys (4th & 5th), The Tophands (6th & 7th) and the Advanced Campers (8th). Campers are housed in cabins and put in activities with campers in their same age division.

Your responsibility as a counselor is to provide your guys with the best camping experience of their lives, but it must be within the framework of safety and the general policies of camp. It is easy to entertain and have fun; but at La Junta we also want the camper to learn, expand his abilities, build his character and return to his parents a better person than when he left, all in the spirit of fun. If a camper likes his counselor, then he will enjoy his summer. If a camper respects his counselor, he will always like his counselor.

It is the goal of each counselor to instill a firm foundation of self-confidence, and personal pride in each camper. This can best be accomplished with a firm positive attitude toward each boy. You are the stable center during each of your campers time at camp. Search out the strengths and potential good points in each camper and concentrate on developing them, while downplaying his weaknesses.

There must be total cooperation and communication between all counselors in your cabin. Let the campers know that you are working together as a team and you will have a cabin team that they can all identify with.

During the summer, each counselor will be called upon to act in the role of Mother, Father, Big Brother, Coach, Teacher and Best Friend. You must get to know each camper well so that you can confidently assist him in attaining his goals, share in his successes and counsel him in times of disappointment.

You are responsible for the general health and well being of all the campers in your cabin. Be sure they are all eating well and getting enough rest. Check that they go to the bathroom regularly and that they shower daily. Watch for campers feeling restless and under the weather. Refer all medical problems to the nurse immediately. If you have a bedwetter or homesick boy, consult often with your division advisor. These cases are fairly common and should be handled so as not to embarrass or worry the camper concerned.

You are also responsible for all other aspects of your campers' camp life. See that they don't buy too much at the camp store. See that they don't lose everything they brought to camp. Make sure they are staying healthy, keeping clean and enjoying their summer.

Make certain to remind yourself each day that you are here for them. They may become challenging and even disagreeable, but if it were easy we'd let anyone do it.

SOME TECHNIQUES FOR DEALING WITH CAMPERS

During your summer at camp, it is likely that you will be exposed to some of the more exciting strategies of parenting. In addition to teaching and entertaining, you'll get first hand experience with discipline, problem solving and counseling. The following is a synopsis of ideas and pointers to help with the summer's experiences.

Discipline: (it's always easier to maintain than to regain)

Be fair. It is inevitable that you will get to like some campers more than others, but you must never let anyone be able to accuse you of playing favorites. The rules are the same for everybody.

Use quiet authority; do not yell. If you yell, you're out of control & kids will know.

Let your campers know their boundaries, from the beginning, and stick to them. They are most comfortable when they know exactly what you expect from them as far as rules and regulations.

Do not admonish whole groups; direct your instructions and discipline to individuals by name. Don't make the whole group suffer for what a few may be doing.

Give your campers reaction time. Saying "just one more turn each" will have a greater effect than to demand an immediate finish to an activity.

Be slow to anger and mature in your actions, words and judgements.

Give the "why" to your requests and orders. Let them know the reasons for rules or punishment. Reassure them that you're not just throwing your weight around.

Don't be a hypocrite. Set a personal example in your manners, morals, language and behavior. Be able to lead by your example. "Do as I do"

Be consistent. Don't change duties or rules at a whim. Campers grow to dislike counselors who change the rules to fit situations.

Don't lower yourself to the kids level. You have the upper hand by way of your position, don't use it to put down the camper or glorify yourself. Don't put yourself in a battle of wits with your kids. By just battling you automatically lose respect and control.

Direct Communication:

Be aware of any problems your campers may have and plan to discuss them, both with the camper and at staff meetings. Go directly and immediately to your kids when you sense a difficulty. It's won't go away.

Post notices and give reminders of deadlines, laundry, letters home, campouts, devotionals, etc. Don't let events slip up on you or your kids.

Discuss all special events with the entire cabin before they happen. This includes campouts, skit nights, etc. Give the kids some input. Don't just dictate.

Always tell your kids the truth. You can stretch it in certain cases but don't ever tell them outright lies.

Mediation:

It is the counselor's responsibility to be a mediator in disagreements between campers. Work out acceptable results for both sides. Jump in before situations flair.

The camper's biggest complaints arise when a counselor is unfair. Don't differentiate between campers you like and dislike, and don't change an established punishment to fit the different kids involved.

Don't tolerate bullying of any kind, at any time. However small an incident may seem, the victim is always effected.

Guidance Counseling:

It is important that your campers feel that they can discuss their problems freely with you and that you will respect their confidence.

The counseling of campers changes with the progression of the summer. Problems you can expect to encounter include:

POTENTIAL CHALLENGES EARLY IN THE TERM:

- the camper is surrounded by strangers and insecure.
- the camper will experience problems, and for the first time there will be no family there for support.
- there is no longer any privacy.
- they are homesick and scared of the unknown.

DIFFICULTIES WHICH MAY OCCUR IN THE MIDDLE OF THE TERM:

- they can get frustrated at their inability to reach goals
- they can experience arguments with or withdrawal from friends
- there may be a disagreement with a bin or activity counselor
- there may be kids and staff they don't like but must continue to be around.

POTENTIALS FOR THE END OF THE TERM:

- they may be disappointment at not receiving an award.
- there may be disappointment associated with not reaching a qualification.
- Restlessness, eagerness to go home.
- fear or disappointment of going home.

General Hints for Dealing with your Kids:

Always be aware of your campers attitudes and emotions. Small changes in their behavior can be a signal that problems are developing. The earlier you can recognize a problem, the easier it will be to alleviate.

The more tired they become, the more irrational or altered their behavior will become. The same applies to your patience and reactions when you get tired.

Watch your campers to see which ones are leaders, have initiative, which cooperate, which are selfish, which are obedient, which are nonparticipants, etc.

Help the ones that need help; guide the ones that need guidance; and encourage everyone. Constantly look to complement your campers. Get positive and stay positive.

A little praise is worth far more than criticism. Constantly look for ways to complement your campers and new things to complement them for.

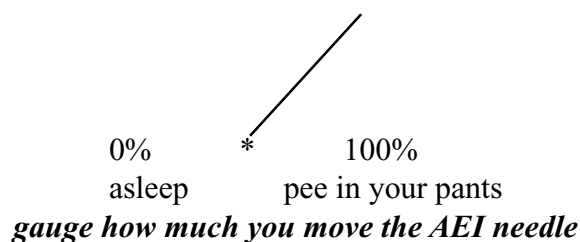
Always stress “Positive Reinforcement”; win friends and eliminate enemies.

You are not their friend. You are their leader. Stay strong, stay focused and stay positive and they will see you as a friend.

The 10 Commandments of Communicating with Campers

The following are a few helpful guidelines that will help make you an effective communicator. Knowing everything is important, but if you can't get your point across, or get an activity to do what you wish, then you have not been effective. Practice these guidelines and become an entertainer, educator and public speaker.

1. Get Tuned In to the camper's wavelength. (*learn how they communicate*)
2. It takes positive action to tune in to camper wavelengths. (*trial and error is ok*)
3. Attention spans depend upon what you do to keep their attention. (*you have to hang onto it*)
4. If you want attention GRAB IT. (*actively and creatively do something to get their attention*)
5. Grab attention with AEI: ATTENTION, EXCITEMENT, INTEREST



6. Ways to move the AEI Needle when you communicate.
 - A. Move your Facial Expressions
 - B. Move your voice
 1. Volume
 2. Voice characterization
 3. Speed
 - C. move your body, get animated or move to new locations
 - D. use suspense, build up drama as they wait for your next idea.
 - E. use the SECRETS method, "I've got a secret".
 - F. play dumb or naive. Be Lt. Columbo
 - G. AEI + OU: to peak Attention, Excitement, Interest you can easily Offer the Unusual:

unusual is anything that is a contrast from your normal routine

7. Thou Shalt Not Ignore Kids. (*don't forget they are the reason you're here*)
8. Practice good hydraulics. (*kneel down to their level*).
9. Don't Deny Kids Feelings. — If they look or say they're bored, they're probably bored
10. Kids are not SPECIAL, they're just small people. Talk to kids like you do your friends.
(*talk the same way, not about the same things*)
11. Always tell your kids the truth. You may have to be creative sometimes, but don't tell outright lies. When they learn the truth they'll lose respect for you.

THE COUNSELOR'S RELATION TO THE CABIN

The time you spend with your cabin group each term will be the deciding factor in whether the program works for each boy. How you relate to their needs, challenges and successes will determine the significance of each. The most important force in becoming successful in your cabin will be the cultivation of a unified, cohesive, positive group. If everyone is basically happy about life in your cabin, and no one feels threatened or unsupported things will run smoothly, most of the time.

ESPRIT DE CORPS: Each cabin should develop a strong esprit de corps. This point cannot be overemphasized. Your cabin should feel that it is by far the best in camp; that it has the finest campers and the finest counselors and has the most fun. You should be the clear leader, and although leadership is hard to define, it is absolutely imperative.

Overall success will depend upon consistency. What your personality is, is not as important as the fact that it stays steady. If you are consistent with your personality, decisions and rules, there are only three other suggestions necessary for success: First of all, you must set a good example. Secondly you should explain the WHY of your instructions and Thirdly, your advise should always be positive rather than negative. Point out what could be improved rather than what went wrong.

It takes time, serious observation and patience to be a good counselor. You accomplish nothing by nagging and harping on the campers shortcomings. Always give a reason for your remarks and requests. Every morning, try to see that each camper does his share of the cabin cleanup duties. If you have one or more guys who do not do their share then immediately hold a private conference. This takes time, but will make your efforts more effective. Show them the way by keeping your stuff straight and being the first one cleaned up. Don't have a wet swim suit hanging on the foot of your bed and wonder why all your kids don't have their's out on the clothes line. As far as cleanup and other cabin duties, you will be considered an equal part of the cabin. Success lies not in MAKING them cleanup, but in modeling proper behavior and MOTIVATING them to cleanup.

Discussions and stories are an important part of cabin life. A good story right around taps or a good cabin discussion gives you the opportunity to help the campers form good, sound, intelligent opinions. If a topic comes up about which you are uninformed, take the time to find out the RIGHT answer, don't just make one up. Don't try to force your beliefs on them. Parents are sensitive that you not lead in depth cabin discussions about SEX and RELIGION. If it comes up, see the Camp Director for guidance.

To further develop your cabins unity, try to come up with a creative name for your cabin. (34 Shady Lane Estates) Make a flag to run up the pole some night. Paint a sign to hang on your cabin. Make up a yell for the dining hall or around the flagpole. These do wonders to unite the boys in a common cause.

NOTE: Absolutely no unscheduled cabin activities should be done without coordinating with the program director. Rest period swims, midnight flag raisings, etc. are a good part of camp fun, but always work out the details before hand with the program director. Never tell the kids too far in advance.

ORIENTATING YOUR KIDS: - WHAT TO TELL YOUR CABIN ABOUT....

ON OPENING DAY: It is important that you set the cabin up to run the way you want, but for unity sake, let the kids help make the decisions on the rules. They'll do the right thing and are easily guided to cover everything. If everyone is comfortable with the schedule for cleanup, showers, rest period, etc., it will be easier to maintain on a consistent basis. From the first rest period on Sunday Afternoon, help everyone in your cabin get acquainted. Program Directors will get around the cabins opening night and should be introduced and explained. Have a cabin meeting to cover rules and procedures.

Make sure your kids know that all of the counselors are there to help them enjoy camp in any way necessary, from helping with scheduling to personal counseling. They should feel free to call upon you at any time, even in the middle of the night when they feel ill.

CABIN CLEANUP: "The most important part of our living together will be the sharing of the responsibilities. I would like to see this cabin win inspection every day. The only way to do that is for everyone to do his duties well. Each of us will be responsible for his own area and belongings. The only way to win is for everyone to do a little more than just their part."

Set up a rotating schedule of cabin duties. Make sure that all campers have a specific duty each day and that everybody gets an equal share of the "nasty" jobs in the bathroom. Make sure your assignments are equitable. Make sure to include the counselors in the assignment rotation.

ABOUT MEALTIME: Before each meal, all campers and counselors meet back in their cabins to get cleaned up and changed for meals. After all your kids are accounted for lead them down to the flagpole. In the morning and evening, the flag will be raised or lowered before the meal. Each cabin should stand at attention at their place around the flagpole until they are called into the dining hall.

Once inside, everyone stands behind their chair/bench until grace has been said; then everyone sits together. (Only one camper and one counselor from each cabin should come into the dining hall early to get their table's hot food. It works well to rotate this duty and have the setters double as the cleaners at the end of the meal).

At the end of the meal, no one leaves the table until they are released. The program director will release everyone in general, and then each counselor can release his table as they are ready. The cabin should stack all their dirty dishes and glasses. Food scraps can be scraped together, but untouched food should not be mixed and thrown out. All good food should be returned to the serving line. The camper and counselor assigned to clean the table may not begin to clear the dishes until everyone has been dismissed from the dining hall.

"You kill it; you fill it" and "You spill it; you clean it" are standard rules...counselors included.

ABOUT REST PERIOD: Rest period is just over two hours each afternoon, and is for that specific purpose: REST. The first hour of rest period everyone should be on his own bunk and quiet. You can read, write letters, listen to music with earphones or nap. No one is to move about the cabin. The second hour, guys may play together on a bunk, cards games etc., but still no running around the cabin and making too much noise. A camper should be allowed to sleep all rest period if he chooses.

ABOUT PONY EXPRESS: At 3:45 everyday is Pony Express. One camper from each cabin must go out to the back lane to get the cabin's mail from the Cowboy of the Day. Getting the mail is a small, but still significant chore. Set up a schedule designed to reward good rest period behavior, and allow that camper to get the day's mail. Make sure it is not the same camper everyday. Make sure everyone gets at least one chance. Each cabin is responsible for returning their mail pouch to the Field Office. Any pouch not returned by commissary that same day will not receive mail the next day. Mail call is a right which cannot be taken away as a punishment.

ABOUT COMMISSARY: At 4:00 commissary will be called. Everyone needs to be dressed for his fourth period class when the cabin is called down. No one is allowed back in the cabin after everyone leaves. **(However, this is a good time for shy pit stoppers to go in peace. Try and recognize this need).** Cabins will be called in order of Cabin Cleanup Score.

ABOUT SHOWER TIME: At the last bugle ending evening snacks or evening activities, all campers and counselors return to the cabin. **All campers must shower and wash their hair every night.** Set up an exact system for which to organize showers. Have campers line up at the shower with a towel around them and wait a turn, or have them work on cleaning their trunk until you send one to the shower. However the system, it needs to be the same every night. Make sure the cabin is quiet and there is no horse play. After showers, campers should either start cleaning out their trunks for the next morning or climb into bed and read. You should dry the guys hair so that no one goes to bed with a wet head.

ABOUT TAPS AND TATTOOS: Everyone should be in bed by tattoos (evening announcements). It should be quiet so that everyone can hear the evenings announcements and devotional. A few minutes later, at taps, lights should go out. All lights. Once again, stories after taps are great, but rowdy is not acceptable after taps.

CABIN INSPECTION: Every morning except Sunday, the campers and counselors work together to clean up their cabin. Cabin inspection is an integral part of camp life. Not only does it instill a responsibility of one's personal items, but it develops a close working relationship between cabinmates. The campers begin work on their cabin immediately after breakfast, until it is time for their first period class. Each cabin will be checked against a standard score sheet to assure cleanliness and hygiene. Cabin inspection is structured so that points are given for good work and items which are clean. No points will be received for items which are messy. The more that everyone cleans, the more points the cabin will receive.

Each day one cabin from each division will be recognized at lunch as an honor cabin. This is the cabin that receives the best score within its division. Scores are announced at lunch. Scores will be posted the remainder of the day so that campers can keep track of their cabins progress. Cabins that were on a campout the night before are exempt from inspection.

There are several potential problems that may develop with cabin inspection. Because the cabin inspection system is so competitive, that competition can easily get out of hand. A common occurrence is one cabin accusing another of sabotage. If this begins it must be stopped immediately. Consult your division advisor and schedule a cabin meeting to curtail the problem. The cabin inspector is aware that some of the campers will feel that their cabin is harder to make "look clean" than some of the other/newer cabins.

Many problems over cabin inspection can be prevented in advance. Let the inspector know before first period if your guys worked particularly hard one day, or if they didn't work at all. He can arrange to give them more than the normal scrutiny, or some lenience if possible.

CABIN INSPECTION GUIDELINES

The following are the guidelines upon which inspection is based. Points are awarded when items are sufficiently clean.

Point Range 0 - 25 Poor

 26 - 40 Good, adequate effort shown

 41 - 50 Excellent, extra effort shown

Individual Areas	10	
Beds - all made alike with hospital corners, no wrinkles, pillow straight		3
Shelves and Window Sills - clean and uncluttered		2
Shoes - straight and all in a line, facing the same direction		2
Trunks - belongings neat, clean clothes folded, trunks open,		3
Floors	10	
Swept - floor swept under beds, trash removed		5
Mopped - floor mopped to remove dust build up		5
Bathroom	10	
Sinks - sinks sanitized and trash removed from counter		2
Toilets - cleaned, dry supply of toilet paper		3
Water - turned of in sink and shower, commode not running	2	
Floor - swept and mopped, trash removed		3
Outside	10	
Porch - swept, rinsed if muddy.		2
Grounds - sidewalk swept, trash picked up		3
Clothes Line - clothes straight, only wet items, damp OK		3
Trash - trash can dumped to big trash can		2
Miscellaneous Items	10	
Windows and shutters - all the same according to the weather		1
Electrical - all items off, fans, radios, lights		2
Fire Extinguisher - on wall and charged		1
Counselor Area - clean and organized		2
Rafters - clear and uncluttered		1
Cleaning Supplies - mops, brooms, cleaner, stored in counselor area		2
Light Sockets - all used or capped, (bulb sockets and wall outlets)		1
Total	50	

PERSONAL INSPECTION: Each morning at 9:30 the bugle sounds for personal inspection (P.I.). Every camper is monitored for changes in his general physical well being. The areas of the most concern are: brushed teeth; clean face; clean, trimmed fingernails; clean clothes; abrasions on knees or elbows; rashes on the chest or armpits; clean and uninfected ears. Besides encouraging healthy personal habits this is an excellent way discover rashes and infections at an early stage; things that campers may be afraid to point out on their own. This is an important event for parents.

There is one personal inspector for each division. The inspector will brief the counselors and campers at the first inspection on what they will be looking for and how the inspections will be conducted.

The campers are scored on a scale of one to five, with five being the best. Campers will start with a five and points will be deducted in areas that the inspector feels are not satisfactory. The scores are also supplemented with pluses and minuses, making 5+ the best possible score. If a camper gets a one in P.I., his cabin will be docked 5 points in cabin inspection. The pressure from cabinmates usually prevents this from happening.

The campers in each cabin who have the highest scores for the week will receive ten points for their ranch as the cleanest guy in the cabin. Counselors should come up with a way to motivate the guys to work hard on their personal cleanliness. Offering special rest period functions if everyone gets a 5+ is a great motivator.

LAUNDRY: All of La Junta's cabins either have washers and dryers in them, or assigned to them. It is the cabin counselors responsibility to see that laundry is done on an ongoing basis. Loads should be started at cleanup each day and rest period. Please do not do laundry during showers - but wait until showers are completed. Campers may assist with laundry - that is they may help carry or pour powder - but campers are not responsible to DO their own laundry.

Large piles of laundry should not accumulate in your cabin. Campers should never run out of clean clothes, underwear or jeans.

The weekend is set aside for Sheets. Sunday Morning is usually "international sheet shwapping" day. Make certain that every boy changes/washes his sheets at least once each week.

YOUR RELATIONSHIP WITH THE PARENTS

It is important that the parents of your campers have confidence in you. Basically you will have three opportunities to market yourself to the parents: on opening day, through reports to the parents, and on closing day.

OPENING DAY: If the parents accompany their son to camp, their confidence must be won over before they leave. You can do this by being yourself and looking sharp. Look the parents directly in the eye when you speak with them, and make it a point to write down any special instructions as they are given to you. Be yourself and be professional. Be busy and involved with the kids.

*Be enthusiastic and interested because the parent's opinion of the entire camp may be based on you.

CLOSING DAY:

A final good impression can be made by chatting with each of the parents, if only for a few minutes, on Closing Day. Make yourself available and make them feel at home. It is important that you speak to the parents of each boy in your cabin on Closing Day. Make a list and check them off as you meet them. On occasion parents have been known to offer money as an expression of their appreciation. It is our policy that counselors refuse to accept money. If it's offered, be gracious, but decline. Small gifts such as pocket knives or T-shirts may be accepted with gratitude. (Aw..you shouldn't have!)

POLICIES PERTAINING TO THE PARENTS:

Campers may not leave camp with their parents at any time during the term.

Parents are asked to send no food or money during the term. Food will be thrown away and money held until closing day. Other packages and letters are highly encouraged.

The La Junta Tatler (newspaper) will be passed out at lunch on Wednesdays and contains space on the back for a camper letter home. Additional letters throughout the week are encouraged. "You gotta send letters to get letters." Should any camper consistently receive no mail, bring it up at the meeting and get some action from your division advisor or program director.

Parents are not permitted to visit during the term. Campers are not permitted to call home during camp. Parents are permitted, but discouraged from calling to talk with their sons.

LETTERS HOME: Senior Counselors are responsible for two reports on each camper. It is important that the two letters are complete and accurate.

Specific hints on writing each individual letter are provided. Make use of these as a guideline. Don't copy them. It's embarrassing for neighbors to get duplicate letters about their individual sons! Don't get caught up in how many letters you have to write. Each parent will only be reading one! If necessary seek advice from any of the Program Directors, Blake or Cheryl.

Keep accurate notes and records so that on your reports and on Closing Day, you can refer to them and pass on detailed information about your campers. Having your handbook nearby at all times is a good idea, so that you can jot down significant highlights in the progress of each of your campers.

HINTS FOR YOUR CAMPER LETTERS HOME:

- **Talk about ACTIVITIES:**

- **Focus on the boys achievements rather than on their participation.**

“Blake has already shown himself to be quite a marksman. His first target was a 28.”

“His first place in the track meet was well deserved.”

“He is enjoying being an assistant instructor in the Tennis department after showing such an excellent serving form.”

“Blake has just qualified five targets toward his promarksman award. This is an excellent achievement for an 8 year old.”

- **Show that you KNOW the camper in the letter.**

- **Show that you’ve become familiar with his characteristics**

“Blake’s eagerness to succeed at personal inspection has had real positive effect on the rest of the cabin.”

- **Always focus on the positives. Unless you have an unusually difficult child, your letter should have a positive, constructive tone. With weak campers, mention the weakness, but focus on any positive traits. No matter the challenge, all campers are unique and special.**

“Blake’s having some difficulty adjusting to the other boys in the cabin, but his enthusiasm to improve in his activities continues to shine through”, sounds much better to a parent than:

“Blake fights everyday at rest period. He qualified in Riflery today.”

- **If there is a problem that needs to be brought to the parents attention, be honest, but tactful with them.**

“Blake’s cooperation in cabin cleanup has not measured up to his potential, but we’re working together on the problem and there are definite signs of improvement.”

- **Make sure your writing is legible.**

- **Check that your grammar is at least on par with your age.**

- **Spell and punctuate correctly.**

- **Make sure the name on the envelope matches the name on your letter. Make sure you mention the same boy throughout the letter.**

- **Begin “Dear Mr. and Mrs. Public”, not “Dear M/M John Q. Public”.**

As an indication of interest, think how much it would mean to a parent to get a progress report on a special request that they made, or how impressed they would be to receive an impromptu post card from their son’s counselor about a special achievement. (Make sure you clear these with Blake first).

Camp La Junta

Staff Job Descriptions and Policies

COUNSELOR FREE TIME - TIME OFF

Working as a counselor at La Junta is not only a job that offers variety, challenges, growth experiences and an opportunity for creativity, but is also a job that has deadlines, responsibilities and pressures. Because of the level of professionalism needed for a good camp program demanding the emotional, physical and mental well-being of its counselors, we see the need for quality leisure time — time for you to get away from camp and take care of your personal needs. Use your time off wisely. Try to get away from camp for at least several hours each week.

Although time off is important, remember that your first responsibility is to your campers. Never leave without checking that they are being taken care of properly. Also remember that you should be fresh and responsive to your duties and your kids when you return — both in the afternoon and evening.

Some Specifics:

Before the first night off, all counselors will be assigned to either an EVEN or ODD night off schedule (based on calendar dates). These will be posted in the counselor lounge and are set up according to many activity and age considerations. They will vary from first to second term, but cannot be changed once they are posted. There is no allowance for switching nights off.

Afternoons off are on an opposite schedule to the evenings off. Once time off begins, every counselor will be off every day, either at rest period or in the evening — afternoons off start after lunch and end at 4:00 for commissary. Off duty counselors should return to their cabins at 4:00 for commissary and remain until their cabin has been called down.

Evening time off begins after dinner. There is a curfew of 1:00 am, midnight for staff under 18. This is a reasonable hour in light of the demands of your days and the hours of Kerrville's "hot spots".

Should you fail to meet the 1:00 am curfew, you will be asked to forfeit your next night off to recover your missed sleep. If it becomes a regular habit or the evening goes sufficiently beyond 1:00, other measures will be taken to assure that you remain fresh and perform to acceptable standards.

There are only a few significant restrictions regarding time off:

- (1) You meet the 1:00 curfew, 12:00 for under 18 staff members.
- (2) You stay within the law,
- (3) You maintain a respectable image around town,
- (4) NO DAM SLIDING (out of the three locals who broke their necks last May, only one is still alive to warn tourists and counselors).
- (5) No Underaged Alcohol Consumption and no intoxication.
- (6) Stay off other camp properties
- (7) Avoid intercamp rivalries, that lead to stealing signs and leaving treasures.

Finally: Watch your speed on the highway to camp. There are enough built in hazards without you trying to make up lost time on highway 39. If you are going to be late, simply call and let someone know. Don't race home. A counselor a few minutes late is much more use the next day than a "Late" counselor.

CAMP SECURITY

Parent's, visitors and friends often visit camp. The entire camp and staff will be judged by the few counselors these people meet. (A chain is only as strong as it's weakest link). It is important that counselors remember their responsibility to project the best image for camp at all times. Be an alert, top quality representative of La Junta, whether on or off the grounds. Exemplary behavior is a vital part of your performance because, to repeat, the camp is being judged by what you say and do.

As counselors, you are also our front line of defense in keeping our campers safe. While there is a boundary fence and secure gate we do trust anyone who is on camp who is not part of our organization. Not only could outsiders have bad intentions, but they do not know all the safety and leadership rules. Harming a campers esteem is nearly as bad as harming them physically.

The La Junta Challenge: . Each time a car enters the grounds we want to show them the level of concern and attention that they expect. Every car, except delivery trucks and the kitchen staff, should be stopped by everyone who sees it. Politely introduce yourself and ask if you can help them find someone/something. Ninety-nine percent will be headed to the office but there's always the chance that someone doesn't belong and will be scared off. If they are looking for the office or the kitchen point them in the right direction. If they don't know what they are looking for, send them to the office anyway. Our purpose is to keep strangers from wandering uncontrolled around the grounds. There is always the chance, as has happened at other camps in the past, that these folks may want to cause problems. No one should be wandering around the camp, or even driving through without getting noticed.

No one wanders the camp grounds without an escort. Interested parents will be give a personal tour. Last summer's staff are not permitted to visit and wander the grounds. Alumni are not permitted to wander the grounds reliving memories. All strangers make the campers uncomfortable and are not allowed.

There are thousands of dollars worth of equipment, facilities and property at camp, and it is the responsibility of every counselor to respect and promote respect for this equipment. Any piece of equipment out of order or in need of repair should be reported immediately to the person responsible and to the field office. Make allowance to keep things in out of the rain and accounted for each evening.

One of the basic principles in the care of equipment is the simple fact that "there is a place for everything and everything in its place". Never leave equipment lying around after use. Return all tools to Maintenance and all activity supplies to their respective sheds. This is important to be stressed to your campers as well, as you will be responsible for supplies missing from your activity area at the end of the term.

Each counselor should make it his concern to help keep the camp clean and orderly with special attention given to your cabin and activity area. Trash anywhere on the grounds should be picked up. Remember that campers will follow your example.

YOUR JOB AND CONTRACTUAL COMMITMENTS:

The director's job is to know everything that goes on at camp. It is your responsibility to be his eyes and ears and channel all information through your division advisor and program director — even bad news.

It is the duty of these leaders to promote and maintain the harmony, unity and discipline in their respective groups. Sometimes counselors have the tendency to approach the director with problems that could easily be handled at the cabin level. On the other hand, we encourage you to feel free to hold informal discussions about your concerns with the directors. We'd rather get too much information than too little.

It is imperative that all staff members be exact and prompt with all reports and letters home that are required of them. You should see that they are correct, complete, accurate and tactfully written.

Be prompt to staff meetings, which are held every morning at 7:30, before reveille. Always bring something to write with and on.

It is your responsibility to see that the directors know immediately of any illness or injury in your cabin or activity.

All suggestions and complaints should be taken directly to the director. He is the first person who should hear them. Avoid discussing them with other counselors or among the campers. **MAKE POSITIVE SUGGESTIONS.** Don't be part of the problem, be part of the solution..

COUNSELOR POLICIES:

(a review of your contract)

While La Junta is primarily for the campers, we desire that every employees stay is a happy one. It is assumed that adherence to the following policies will not interfere with that. (Taken directly from the employment contract).

BONUS: All regular Junior Staff and regular Senior Staff have a salary bonus potential. These bonuses are based on performance. At the end of every term each staff member's performance will be evaluated by the Camp Director with input from the entire staff, using a performance rating system of 0 to 5. Each staff member's bonus is determined by this performance rating.

Performance Rating	Bonus Received
0 - .9	0
1 - 1.9	25%
2 - 2.9	50%
3 - 3.9	75%
4 - 5	100%

PAYMENT SCHEDULE: All counselors will receive a salary advance equal to 30% of a term's guaranteed salary. This advance will be paid at the end of the first week of first term. Another 60% of the first term guaranteed salary will be paid at the end of the first term. The remainder, second term and all bonuses will be paid at the end of second term.

HOUSING: All counselors are required to live at the camp in an assigned cabin and to eat all meals in the camp dining hall with the assigned camper group.

ASSIGNMENTS: Unless otherwise agreed, the assignment of a counselor is to undertake any duties in connection with camp operation that may be required of him. Specifically, five (5) class periods (approximately 1 hour each) daily plus keeping a cabin. The nature of the teaching assignment will be based on the counselor's qualifications and his preference. Each counselor will be expected to assist with all camp activities, evening programs and to accompany his group on overnight camping trips.

CONDUCT: Camp La Junta employees are expected to conduct themselves so as to bring a strong positive and responsible reflection on the camp. Much effort and expense goes into the building of a staff which will maintain and promote the standards of La Junta.

TIME OFF: Proper amounts of free time are imperative in providing staff members with sufficient rest. This rest is important in maintaining high standards of performance. All staff members (excluding C.I.T.s) will be off alternate rest periods and evenings with one full day between terms, unless it conflicts with the general camp program. All staff are on duty the first three days and the last three days of each term. C.I.T.s will have occasional time off with the approval of the Camp Director. Employees are expected to return to camp on nights off before 1:00 am. Failure to do so interferes with the employee's rest and therefore performance and may force the Director to compensate by substituting Free Time with required periods of rest.

DRINKING: Drinking on camp grounds or entering grounds while intoxicated is sufficient cause for dismissal. Employees are expected to refrain from drinking in places where their presence would damage the camp's reputation.

MARIJUANA AND NARCOTICS: Using any form of illegal drugs while working with Camp La Junta, either on or off duty, under any circumstances, is of the gravest bad judgement on the part of the counselor. The counselor will be dismissed immediately and prosecuted when appropriate.

VISITORS: There are no sleeping or dining facilities for friends or relatives of La Junta campers or employees. Embarrassment and hard feelings can be avoided by all concerned by not asking for any exceptions to this rule. Counselors should meet guests on their time off, away from the camp grounds. Visitors are welcomed on the grounds only after prior clearance.

HEALTH: Employees are expected to be in good health when they arrive at camp and should have current physical examinations that insure they are free of any contagious or communicable disease and protected against such common diseases such as typhoid, tetanus, and polio. Follow your own doctor's instructions concerning the immunizations he feels are appropriate. All medications, even aspirin, should be kept in the infirmary.

MOTORCYCLES: These can be hazardous and cannot be kept at camp. If a motorcycle is your only means of transportation to camp, provisions for your bike must be arranged in advance.

OTHER STAFF POLICIES:

SMOKING, CANDY AND SODAS: The campers are not allowed to chew gum or drink soft drinks. Therefore, Counselors out of respect for the kids, should have no problem in limiting their indulgence in these vices to off camp or in the counselor lounge on their "time off". Make sure that all of the associated trash, wrappers and cans are disposed of in the counselor lounge trash cans. There is no smoking allowed on Camp La Junta grounds.

COUNSELOR LOUNGE: The counselor lounge is located adjacent to the field office. It has a telephone, furniture, desks and coke machine. The counselor lounge is the only place where sodas and smoking are permitted. The lounge is off limits except during time off or off duty/paperwork periods.

PARKING: Parking for the staff is provided in the covered area on the hill as you enter camp. Only delivery vehicles, camp trucks, visitors and the kitchen staff's vehicles are allowed into the main camp.

PHONE CALLS: There is a counselor pay phone in the counselor lounge for your use. You should place and receive All calls except those you receive from parents on the business phone here. Outgoing calls are permitted only on time off ("free time" or between classes is not off time). Incoming calls may be received at meal times, during free time and on time off. If there is an emergency at home, the main camp phone is available for incoming calls.

Counselor Pay Phone: (830) 238-3158 Camp La Junta Phone: (830) 238-4621

CAMP VEHICLES: Use of camp vehicles is limited to those authorized by the camp directors. These include the pickups, limos, custom cars, mopeds and all farm and maintenance equipment.

Make sure that everyone is seated at all times on the benches or on the floor, never on the sides. A counselor should be seated closest to the tailgate. Go Cart Limo: Campers should be completely inside the car; no one hanging out of the windows or doors.

All trash and lost and found should be removed at the end of each trip.

ALL VEHICLES: At all times the speed limit should be strictly observed. 15 MPH Max on grounds.

MEALS: Counselors are to eat all meals with their cabin group. If you are invited to eat at another table, the program director should be notified and a counselor from that table should eat with yours.

COUNSELOR MEETINGS: A counselor meeting is held every morning at 7:30. The Senior counselors meet on Monday, Wednesday and Friday. Junior Counselors on Tuesday, Thursday and Saturday. There is no meeting on Sunday mornings. These meetings are important to discuss the daily schedule, particular cabin problems and camper concerns. It is important that each cabin is represented at the meeting and that all information is relayed back to fellow counselors and campers. Attendance is mandatory.

Camp La Junta Staff Policies

Please read over the following information before completing your application for employment at Camp La Junta. These issues are addressed in our employment contracts, so you might as well be familiar with them before you start the process.

Employment as a youth counselor and instructor involves much responsibility and hard work. We are honored that you are considering Camp La Junta's boys as the beneficiary of your labor. At La Junta, we focus on building self-esteem and confidence with strong camper/counselor bonds. From a parents perspective however, counseling is a position which relies as heavily upon your image and reputation as a person as it does upon your skills. Because of this, and the importance of our community reputation we have set strict staff policies which all of our staff are expected to live up to during their employment at Camp La Junta. From our perspective, we know that none of these policies will interfere with a fun and successful summer for everyone. At La Junta, adherence to staff policies is a strict matter of trust. Failure to uphold staff policy is a breach of trust and makes for undesirable youth workers and role models.

Smoking/Tobacco: La Junta is a smoke free environment. No smoking is allowed on camp property. Other tobacco products, dipping and chewing are prohibited as well.

Parental advisory music and sexually explicit literature are not permitted.

Sexually suggestive and other inappropriate clothing is not permitted.

Piercing: Earrings on guys, or pierced parts on anyone are not permitted at camp.

No alcohol, nor persons under the influence of alcohol are permitted on camp grounds.

Curfew: Staff returning home from their time off intoxicated will be penalized or often terminated.

No narcotics or other illegal substances are allowed in the possession of staff members. Use of illegal drugs or other criminal activity is cause for immediate dismissal.

Immoral behavior at any time or improper language on the grounds or around campers is not acceptable.

Adult staff members have a 1:00 am curfew on nights off.

Camp La Junta

Leadership Skills

DEVELOPING A PROFESSIONAL ATTITUDE

The development of a professional attitude by all staff members is an essential requirement for success, both in camping and in the real world. The following is an accumulation of thoughts which should be useful in organizing yourself as well as your campers.

General Principles of Success at Camp:

1. Know your job.
2. Realize the importance of your job and your responsibilities.
3. Get to know all your campers as individuals.
4. Instill confidence in others by showing it in yourself.
5. Have a general knowledge of all that's going on around you and very specific knowledge of your cabin and activity.
6. Be reliable and dependable.
7. Have a good sense of humor and sense of perspective.
8. Be positive.
9. Be loyal to the organization, your campers and yourself, both in purpose and action.

A good counselor should be free from emotional entanglements, slow to anger and always prepared for any situation.

Don't get caught up with semantics. A professional attitude in no way means for you to be stiff, overly formal or machine like, but actually quite the opposite.

Professional attitude can be shown outwardly by little things: neatness, cleanliness, efficiency, enthusiasm, friendliness, cheerfulness, good counseling habits.

A professional is not only willing, but eager to go the extra mile. In fact, he seeks out the opportunity to extend a helping hand.

Remember the focal point of success or failure for the camp and the campers lies in his counselor.

A summer spent as a camp counselor is a tremendously rewarding personal experience, however, like so many things, the benefits are directly proportional to the amount of effort expended. If you work hard and do your very best you'll find your camping experience to be something you'll never forget.

The 7 Habits of Highly Effective People taken from Stephen Covey

"Our character, basically, is a composite of our habits. Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character; sow a character, reap a destiny".

- 1. BE PROACTIVE:** you have the responsibility, so take the initiative to make things happen.
- 2. BEGIN WITH THE END IN MIND:** set clearly defined goals and they will give you a purpose.
- 3. PUT FIRST THINGS FIRST:** having a purpose will help you overcome challenging and undesirable tasks which is the bane of procrastination.
- 4. THINK WIN/WIN:** seek mutual benefit and consensus in your decisions. basic rules will not go away, but how they are dealt makes all the difference.
- 5. SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD:** clearly learn your responsibilities and activities as well as your kids abilities, emotions and fears before you act upon significant decisions.
- 6. SYNERGIZE:** the sum of the parts is truly greater than the whole. know your weaknesses and use outside resources and others to bolster them.
- 7. SHARPEN THE SAW:** a rested mind and body are more positive, responsive, rational and effective.

The 7 Secrets of Highly Effective Counselors: modified from Ken R. Canfield

- 1. Be committed - plan to be a good counselor for your kids**
- 2. Know your Kids - learn what makes your guys tick, how they listen, what they like**
- 3. Be Consistent - wherever you set your bar, keep it there, or tell them you're moving it**
- 4. Protect and Provide - be an advocate for your campers needs**
- 5. Get along with your co-counselors - harmony is mutually beneficial**
- 6. Listen Actively - know everything that's going on - sounds and emotions**
- 7. Equip them for growth - expect the best for them and model it**

The 21 Indispensable Qualities of a Leader

from John C. Maxwell

~ *The 21 Qualities Applied to Camp* ~

1. Character: be a piece of the rock, a foundation for your kids
2. Charisma: the first impression can seal the deal, kids react to personality, whatever it is
3. Commitment: it separates doers from dreamers
4. Communication: without it you travel alone.
5. Competence: everyone will know if you are a good talker or a good doer
6. Courage: one person with courage is a majority
7. Discernment: find the facts at the source, don't react to rumor or excitable kids
8. Focus: the sharper yours is, the sharper you are - be attentive to details
9. Generosity: your candle loses nothing when it lights another
10. Initiative: you won't leave home without it - undesired tasks get harder the longer you wait.
11. Listening: to connect with their hearts and motivation, use your ears
12. Passion: take this life and job and love it
13. Positive Attitude: if you believe you can, you can
14. Problem Solving: you can't let your problems be a problem
15. Relationships: seek to be respected and followed, not liked, and you'll be loved
16. Responsibility: if you won't carry the ball, you can't lead the team, so have a cleanup job
17. Security: competence never compensates for insecurity, be confident in your ability, we are
18. Self-Discipline: the first person to lead is you - do the right thing
19. Servanthood: to get ahead, put others first
20. Teachability: to keep leading, keep learning - ask for help, ask questions
21. Vision: you can seize only what you can see - have lofty goals for success

Camp La Junta

***General Policies
and Procedures***

CAMP EMERGENCY PROCEDURE

In the event of an emergency the following procedure must be executed quickly and efficiently.

A. The emergency signal will be three long, continuous blasts lasting approximately three seconds each, repeated again after ten seconds. When sounded all campers and counselors should stop what they are doing and immediately report to their cabins. Kitchen staff should report to the kitchen, work staff to their cabin and other staff members to the field office. Disregard all equipment and personal belongings.

B. Once the counselors in a cabin have accounted for all their campers, the oldest junior counselor should immediately report to the field office. The senior counselor and other cabin counselors are to stay with the campers in the cabin. (In the event that half of the staff is off duty, the program directors will go from cabin to cabin to see that all campers are accounted for and relay information.)

C. The following things must be done in each cabin to insure against damage or injury. Counselors will need to assign specific boys to the different jobs and make sure they understand exactly what it is that they are to do.

1. Close all shutters and/or windows
2. Turn off all electrical breakers
3. Cabins with gas water heaters must have all gas valves turned off.

D. The program director will be responsible to quickly shut off the master gas tank, water supply and electricity to the camp.

E. Once the cabin is secure campers should immediately get dressed in long pants, heavy shoes or boots, shirt, jacket or raincoat. Once dressed all campers should get on their own bunks and wait quietly but ready to react swiftly to special instructions or until the "all clear" signal is sounded.

F. The all clear signal will be a series of 5 short whistles blasts about one second each.

G. The acceptable time to complete this drill is three minutes.

H. There will be two emergency drills each term. One during the first week and one during the third week. The day will be announced, but not the exact time.

HIGH WATER:

In the event of high water, campers will remain in their cabins or rainy day activity spots, far out of reach of the 100 year flood plain, located along the front lane until notified otherwise. No staff or campers will be permitted near the river or to leave camp without permission from the camp director.

BAD WEATHER:

In the event of sudden storms, lightning, high winds or similar, counselors should immediately flee with their assigned campers at the time to their cabin or rainy day spot. Never send you campers off to their cabins, unless all activities have been cancelled and everyone is returning. Should a storm occur, the Program Directors will cancel classes and send everyone back to their cabins. If it looks bad and you haven't heard a bugle or other signal, take your kids to your cabin or your rainy day spot when you feel the endangered. Always keep your group of campers together at all times.

MISSING CAMPER:

In the event a camper fails to report to your activity or cabin, or disappears from same, you must report it immediately to a program director.

CLEAN UP RESPONSIBILITIES

The purpose of Clean up Responsibilities is to see that someone is looking after every portion of the grounds. You are responsible for keeping the trash in your area picked up and for communicating to maintenance when the grass gets too long, when there is a downed tree or branches or when you notice a fire-ant mound. Keep the pressure on until your area is cleaned or mowed. (Refers to the department head unless otherwise specified).

Activity	Area of Responsibility
Riflery:	rifle range
Camp Crafts	gate to pump house, well house to fence
Advanced Campers	solar collector to Hillside
Indian Lore	Red Chairs to well house to cab. 7
S.C.U.B.A.	Gate to O.T. To firepit
W. Canoeing	Firepit to dock
Archery	brush line to tennis court fence
Tennis	courts and ping pong area, behind M. Hall
Swimming	gate to W.F. To big pool
W. Swimming	wrangler pool to Tennis courts
Canoeing	Big Pool to Irrigation Pump
Kayaking	Irrigation Pump to upper dam
Sailing	upper dam to lower dam
Go Carts	front gate up main road to Wrangler pool
Riding Staff	Stables to arena, Silver gate to road
Athletics	Ath. Fields
Leisure Sports	Area around golf green, below tennis courts
Fishing	Marshall hall and perimeter
N/C	Crafts shed
Mountain Bikes	Maintenance Shed behind office
Adventure Sports	Climbing wall to Rifle Range
Infirmary Staff	Infirmary Porch and Camp Store
Maint.	maintenance shop and Driveway
Kitchen	Commissary area
F.Office	Sacred grass, flagpole.
Cabin Counselors	to Each his own cabin area
Larry	Industrial Complex
Business Office	front lawn and driveway, porch

FREE TIME RESPONSIBILITIES:

Counselors are assigned to specific areas for which they are responsible on their on duty evening free times. You are responsible for the safe supervision of campers who fall within your line of sight. We should be able to find you in these stations during free time. If another camper is in need of specific attention, etc., you may leave, but if you have no other specific purpose, you are to be at your position. Assignments may be switched at the beginning of each term to assure counselors will be near their activity areas. Such changes will be announced and posted.

<u>Cabin:</u>	<u>Area:</u>	<u>Post:</u>
B	infirmary porch, bungalow, back lane	wall of infirmary porch
FO	red chairs	red chair
RS	Bombardment Court	at bombardment net
1	commissary area	commissary wall
2	basketball court	wall of b.ball court
34	flagpole, porch, ping pong	corner of dining hall porch
5	ping pong tables	water fountain amidst P.P. Tables
6	crafts shed	wall in front crafts shed
7	Marshall hall & perimeter	chair outside next to fireplace
8	Wrangler Pool	Wrangler Pool Steps
9	tennis courts	rock between courts
10	area in front of girl's cottage	step of water fountain
11	angleball field	base of angleball goal
12	kickball field	athletics log
13	soccer field	base of soccer goal
14	behind 34, back lane	wall in front of #8
15	back lane	wall in front of #10
HN	Hilton Porch	steps of Hilton Porch

Rainy Day Schedules

At La Junta, where the sun always shines (occasionally blocked by rain clouds), rainy days are an exciting opportunity for something different. When it rains during activity time, we usually carry on with regular activities. Each activity has a covered rainy day assignment area. On rainy days you can work on an oral test, games or drills. Riflery and Crafts can carry on like normal. Have two days worth of rainy day options planned with your lesson plans.

If it rains hard or for a prolonged period of time, the Program Directors will shift the schedule and inform you and your cabin or activity what the new plan is. Listen for announcements and always keep track of your assigned kids! Never send them off alone in lightening.

Rainy Day Meeting Places

Riding:	Infirmary Porch/Stables
Tennis, Leisure Athletics	Marshall Hall
Archery	Cabin 5/6 Porch
Indian Lore	FO Bathroom Porch
Sailing	Dining Hall Porch
Skiing	Hilton Porch
SCUBA	Business Office Porch
Nature/Crafts	Crafts Shed
Riflery	Rifle Range
Go Carts	Limo, at Hilton, then Go Cart Shed
Camp Crafts	Infirmary Porch.
Swimming	Girls cottage porch
Fishing	Fishing shed
Mountain Bikes	Bike Shed
Canoeing	Dining Hall Porch

Setting Up Your Cabin

Cabin Life is an important part of the camp experience for both campers and counselors. There is much training that goes into the social, psychological and emotional aspects of dealing with a cabin of campers in order to make their time enjoyable and positively directed.

Cabin safety is no less important. From setup to maintenance all physical aspects of cabin life will effect the overall safety of your summer.

BEDS: Make certain before the arrival of campers, that all beds are safe and stable and ready for kids. If beds are bunked, make certain that the bunking pipes are complete and sturdy. Make sure the top and bottom bunk are properly assembled so as not to collapse. Bed must be at least 18 inches apart. Special variance may be granted as long as camper heads are at least 18 inches apart. Absolutely no triple bunks.

BEDRAILS: Make certain that in all cabins other than Hilton and the Advanced Campers have bed rails on the top bunks. If a bed is parallel to the wall it only needs a bed rail on the outer side. If a bed is perpendicular to the wall a bed rail is needed on both sides. Make sure your bedrails are structurally sound and properly installed. Do not alter your bedrails in any way without consulting the director. We are equally worried about campers becoming trapped under a bed rail as we are with rolling over the top of a bed rail.

LUGGAGE: Make certain that luggage is not placed as to create a dangerous situation, especially for those climbing out of top bunks.

BED LAYOUT: Do your best to equally distribute beds throughout the cabin. Do not place camper beds too close to the front door or bathroom stalls. Make certain that the two counselor beds do not take up half the cabin while the kids get the other half. Beds should not be placed directly under ceiling fans such that a camper standing on a top bunk would be in danger of a blow to the head.

ELECTRICITY: Constantly be on the alert for exposed wires and broken fixtures. Things should be checked before you arrive, but kids are notorious for accidentally or mischievously breaking plugs, bulbs and switches. Make certain that bulbs are not dangerously close to beds. There should never be a plug or switch without a plate or a fixture without a bulb. Shower bulbs should be plastic coated only.

SCREENS and DOORS: All screens should be free of holes. All doors should shut and remain shut on their own. Doors should not be latched or locked. This is in the event of emergency.

CLEANING SUPPLIES: All cleaning supplies, although they are chosen with safety in mind, should be stored out of the reach of campers, either in a cabinet or in a counselor area. Bathrooms should be kept clean at all times and free of debris, mildew and trash.

PLUMBING: For hygiene sake, your hot water should work at all times and your toilets and plumbing should always drain. Seek maintenance assistance immediately should either fail. Floors should remain dry as often as possible.

Camp La Junta

POLICIES WITH REGARD TO CAMPER-COUNSELOR CONTACT

During pre-camp training, after a specific training session, all summer staff will sign an affidavit acknowledging and accepting the following policies:

Guidelines for the Discipline of Children

When dealing with disruptive behavior the following guidelines shall apply

- Counselors may NOT, under any circumstances, hit a child
- Counselors may not use abusive or derogatory language with campers
- Counselors need to ask for help with difficult children or situations
- Any staff member who encounters a difficult child will seek the assistance of the supervisory or administrative staff
- In all dealings with campers, counselors should strive to respond to their needs as opposed to react to their behavior.

Guidelines for Camper-Counselor Contact

If and when touching campers, the following guidelines should be followed:

- On the hand, shoulder, or upper back
- Never against a child's will (unless in the case of clear and present danger of the child)
- Never against a child's discomfort, whether expressed verbally or non-verbally.
- Never when it would have the effect of overstimulating the child.
- 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 from another adult

General Guidelines for Staff when dealing with campers and camp situations

- There is no "hazing" of campers by campers or counselors.
- Campers will not be subjected to "initiation" rites that are abusive in any manner.
- There should be double coverage of campers by adults during changing times. If not available, staff should avoid all physical contact and maximize proximity.
- Younger children should be encouraged to change their own clothes.
- Campers will not be alone with a counselor in his or her quarters, or any structure.
- A staff member will under no circumstances share a bed or sleeping bag with a camper.
- Counselors will set limits with children who "cling" or hang on them.
- Counselors will not give or receive back rubs from campers.
- Tickling or teasing a camper to the point where that camper is out of control is unacceptable.
- Pillow fights or wrestling matches and the like can become overstimulating and even dangerous and are not permitted.
- Romantic lives of counselors cannot under any circumstances be shared with the campers.
- Staff should not discuss sex with campers.
- Staff should not allow campers to discuss sex amongst themselves.
- Counselors should stay out of cabins other than their own after lights out at night unless on specific camp business.
- Whatever is done with campers should be done out in the open, in broad daylight.
- If it makes you feel uncomfortable, prevent it, even if the kids start it. (i.e. group showers)

Other Instructions to prevent stress, accusations or uncomfortable situations

- watch for signs of stress in yourself and others as a way of maintaining a safe environment.
- help other staff who seem at risk for hurting campers or abusing campers.
- alert the Director for more careful supervision, intervention or support or to report risky behavior
- seek help if you feel at risk for hurting, overstimulating or abusing a camper.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

NOTICE OF PRIVACY PRACTICES

(this page shall serve as a summary of La Junta's Policies. A complete version is available upon request from the Camp Director)

This notice is effective **10/01/2004** and is required to be provided to you by the plan under the law "Health Insurance Portability and Accountability Act of 1996, otherwise known as "HIPAA." HIPAA requires that a company, medical provider, etc. take reasonable steps to ensure the privacy of your **PROTECTED HEALTH INFORMATION (PHI)**.

This notice describes how medical information about you may be used and disseminated and how you can access this information. Cases where release is necessary will be rare, however, as Camp La Junta insures summer staff for health and injury and covers all employees for Workman's Comp. injuries, La Junta retains the right to maintain confidential health records on all staff.

All PHI will remain confidential. Access is permitted solely to the Camp Director and Infirmary Staff, and only for the purpose of treatment of accident or illness.

Use of PHI without your consent or authorization to carry out treatment, health care operations and payment is not permitted.

As required by law, Camp La Junta may use or disclose PHI for public health activities. These activities usually include the following:

- o To prevent or control disease, injury or disability.
- o To report child abuse or neglect;
- o To report product recalls;
- o To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and
- o To notify the appropriate government authority, when authorized by law, to report information about abuse, neglect or domestic violence if there exists a reasonable belief that you may be a victim of abuse, neglect or domestic violence. In such a case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause risk of serious harm

Camp La Junta may use or disclose PHI when required to be given to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law. Also, disclosure permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the deceased.

All other uses and disclosures will be made only with your written authorization subject to your right to revoke such authorization.

YOUR RIGHTS with regard to your PHI

You have the right to inspect or copy your PHI.

You have the right to amend, add to or correct your PHI

All requests to inspect, copy or for amendment of PHI in a designated record set should be made to the following individual: **Blake Smith, Director, Camp La Junta.**

Camp La Junta reserves the right to change its privacy practices and apply the change to any PHI received or maintained by the Plan prior to the date of the policy change. If the privacy practice is changed, a revised version of this notice will be provided to all participants and former participants for whom the Plan still maintains PHI. A revised version of this notice will be distributed within 60 days of the effective date of such change to any privacy practice stated in this notice.

If you believe that your privacy rights have been violated, you may complain the Plan in care of the following individual: Blake Smith, Director, Camp La Junta. You may also file a complaint with the Secretary of the U.S. Department of Health and Human Services, Hubert H. Humphry Building 200 Independence Avenue S.W., Washington D.C. 20201. The Plan will not retaliate against you for filing a complaint.

Parent Policies and General Camp Procedures

All employees are expected to help maintain the following rules, policies and procedures:

MEDICATIONS: All medications, camper and staff will be stored under lock and key in the infirmary. This includes **all prescription and nonprescription medicine**. Staff and Campers are expected to provide all medication for pre-existing conditions such as asthma, migraines, etc. We also recommend dropping off extra glasses and contact lenses at the infirmary

CAMP STORE: All campers have a Camp Store Account. The Camp Store is open on arrival dates and most rest periods only. All purchases and charges -- including outstanding insurance, transportation, or fax/email fees -- will be totalled for parents' payment on Closing Day. **Unless otherwise instructed, all staff charges will be deducted from the final salary payment of the summer.**

Snacks, awards, laundry and activity charges are all included in your tuition fee.

TRANSPORTATION TO CAMP: Transportation to camp is the parents responsibility - even if La Junta assists in the making of plans.

MAIL FROM HOME: Mail is delivered to the cabins every day at 3:45 PM. For a fee of \$1.00 per message you may send faxes and/or emails to the following: Charges will be added to the Camp Store bill. All messages arriving **before 2:00** will be delivered the same day by Pony Express.

PACKAGES: **LIMIT THE NUMBER OF CARE PACKAGES SENT TO YOUR CAMPER TO TWO.** We strictly prohibit **CANDY, FOOD, CHEWING GUM** outside of what the camp provides. **Any packages sent with food will be thrown away. Water guns, water balloons and other items deemed a nuisance will also be prohibited.**

All "**Parental Advisory**" music and inappropriate reading material will also be confiscated. We reserve the right to dispose of all such items.

VISITORS: The camp does not allow for visitors. Also as a safety precaution, we discourage allowing campers to leave camp with parents or friends for any reason. Pre-approval and a signed release are required in the rare event departure is necessary.

PHONE CALLS: We do not permit campers to receive phone calls except for special occasions such as birthdays. Meals are the only time allotted for such calls.

END OF THE TERM: Campers are only released to their parents on closing day, unless a signed authorization has been received in advance.

LABEL EQUIPMENT AND CLOTHING: Everything brought from home, bought on Opening Day or sent to a camper at a later date, should be clearly and permanently marked with the camper's FULL NAME.

Camp Vehicle Policies

TRANSPORTATION POLICIES:

Drivers of vehicles owned by or used for Camp La Junta programs must be between 18 –70 years old. Drivers leaving the property transporting campers on must be between 20-70 years old. Staff driving campers on property should be 21, but must be at least 18.

Driving records will be reviewed within the last four months for seasonally-hired drivers, or within the last twelve months for year-round drivers. Driver's must have a valid driver's license. Driver's with unsafe driving records will not be permitted to driver with or near campers.

Driver's must have appropriate license for vehicle which they will be operating. (at present no special vehicles are in the fleet)

On grounds, whether driving their own vehicle or a Camp La Junta vehicle, drivers are required to drive safely, defensively, and obey all MO-Ranch, state, and federal laws. When in camp vehicles off grounds, drivers are required to drive safely, defensively, and obey all MO-Ranch, state, and federal laws. Failure to do so may subject staff member to criminal or civil action by the camp.

Drivers should be oriented, trained, and checked out to the particular vehicles and trips they will be involved in.

Drivers will report promptly to the Camp Director, or the Head of Maintenance any problems you may have experienced with a vehicle and any accident and/or damage to a vehicle.

SUPERVISION RATIOS:

Medical or Emergency Trips – One adult staff member and will accompany any single camper when making a trip for medical or emergency reasons. Staff will take reasonable care to not be alone with any camper other than the necessary journey. No stops other than predetermined destinations are allowed. Drivers are not permitted to use cell phones or head phones while driving.

FORMS

Any time a camper leaves Camp La Junta for town, a copy of the camper's release form and health history form will accompany the camper. The staff member in charge of the trip will be responsible for having the forms and keeping them confidential and safe.

TRAFFIC CONTROL:

On Site: All drivers must follow marked speed limits and safety signage. Be aware of sharp turns and steep hillsides and watch for oncoming traffic. Park only in designated areas or well off the road so you will not create a hazard.

Off Site: All drivers must follow state laws and posted signage when driving. Drive defensively and remember you are responsible for your passenger's lives.

Camp Vehicle Policies, cont'd

LOADING:

When loading participants, have the engine turned off and vehicle in park. Make sure the area is clear of traffic and safe before allowing participants to walk to and enter the vehicle. Do not start the engine until all participants are seated.

UNLOADING:

Do not allow participants to stand up or depart the vehicle until the vehicle is stopped, engine turned off, and staff has made sure the area is clear of traffic and safe. Give participants specific instructions as to where to wait once outside of the vehicle.

ACCIDENT PROCEDURES

All drivers will read and be trained to follow the following accident procedures.

Vehicle will carry a mobile phone for emergency communication. In areas where there is no service, drivers should be aware of the location of public pay phones. In the event of trouble, call camp. In the event of a serious accident, call 911, then call camp.

In case of a vehicle or personal accident, the driver will pull over and park in a safe location. All other vehicles in a caravan will do the same.

The first responsibility will be to ensure the safety of the campers and staff. Everyone will be checked for injury and helped to feel emotionally safe and secure. As long as the situation allows, it is safest to keep all passengers in the vehicle until the situation is resolved. If passengers must leave the vehicle, the driver will take the passengers to a safe location and supervise them there.

In case of injury, staff will provide first aid and call for assistance from professionals as needed. The Camp Director will be notified and make any necessary arrangements to notify parents or get assistance. Maintenance will be notified to arrange for vehicle replacement and/or repair. Make sure to obtain all necessary names, addresses, phone numbers and insurance information from all individuals involved and witnesses.

In case of an accident with another vehicle, after seeing to all camp passengers, staff will provide first aid and call for assistance from professionals as needed. The Camp Director will be notified and make any necessary arrangements to notify parents or get assistance. Make sure to obtain all necessary names, addresses, phone numbers and insurance information from all individuals involved and witnesses.

At no time should the camp staff or campers ever speak with the media about any accident or occurrence related to camp. Any communication with the media will come only from the Director's office.

EMERGENCY NUMBERS:

Camp La Junta	238-4621	
Blake Smith	238-4548, home	739-3334, cell
David Domingue	238-4134, home	739-0034, cell
Larry Graham	238-4333, home	739-7999, cell

Camp La Junta Policy for Employees Regarding Internet Communication

We know that the Internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from camp. We view Internet venues as your right to self-expression and generally have a favorable regard for them. What you do privately, on your own time, is your business. **Once you identify yourself as a camp employee** in a social networking profile, website, group page, weblog, etc.; **or use the camp name, logo or any official camp photograph or text**, everything and anything that you post or say in that medium can then be seen as a reflection of camp. This is why we require you, as a condition of employment at camp, to observe the guidelines below. We established these guidelines to assure that camp remains an emotionally and physically safe environment for all staff, employees, campers and families.

We also feel an obligation to remind you that items posted on internet venues are generally in the public domain. Even if you have marked a profile as private, campers, camp parents, future employers and colleges may legally and easily gain access.

At the urging of our industry peers, insurance carriers and attorneys we are adopting the following policies with regard to Internet Communication.

- 1) As a Camp La Junta employee, I must request and receive *prior written approval* from the camp before I...
 - a. use the camp name or official camp logo or camp photograph;
 - b. add a link from my group page, profile or other site to the official camp website;
 - c. include text or photographs that are the property of camp;
 - d. include photographs of campers or other staff members;
 - e. or create a camp "group page" with the above items...

- 2) As a Camp La Junta employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in my e-mails, IMs, profiles, blogs or other Internet sites. As such, I agree to the following:
 - a. I will not use obscenities, profanity or vulgar language.
 - b. I will not engage in harassment or intimidation.
 - c. I will not post comments that are derogatory with regard to any individual's race, gender, religion, sexual orientation or disability.
 - d. I will not use sexually explicit, suggestive, humiliating or demeaning comments.
 - e. I will not post photographs that compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.

- 3) As a Camp La Junta employee I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.

- 4) I recognize and accept the camp's policy on out-of-camp contact with campers and minor staff, which is that the camp discourages any unsupervised contact. Contact with minors is strictly forbidden without parental consent. Furthermore, I may not share any contact information (including, but not limited to cell phone number, e-mail address, AIM, weblog address or social networking site) with a camper unless the parents are fully aware of this exchange, give expressed written permission for such contact, and take full responsibility for it. I understand that the camp takes no responsibility for securing this permission.

- 5) Once I identify myself as a staff member at Camp La Junta, which is to say as an employee of the camp, the general public may see me as an ambassador or spokesperson of camp. I therefore understand that is a condition of employment that I agree to and adhere to the guidelines outlined above. I understand that if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

I have read and understand the above guidelines and agree to their terms.

Staff Signature

date

STAFF Infirmary Policies

La Junta usually employs two nurses each summer to administer to the medical needs of all its campers and staff. At least one shall be on site at all times.

Absolutely all of the camp's bumps and bruises, large or small, must be reported and treated in the infirmary. It is important that the infirmary staff see all of the injuries, and that the proper antiseptics, ointments, and dressings are applied. ALL TREATMENTS will be documented. EVERYONE who enters the infirmary, for any reason other than receiving daily medication will be documented in their file folder. Physician's Standing Orders are posted which provide instruction for all simple ailments and injuries.

Should consultation with the Camp's Physician be necessary, all such communications will run through the Office Liaison, Cheryl Smith.

Camper illness or injury is the responsibility of parents. Staff illness is the responsibility of said staff. La Junta is responsible for all staff injuries. That noted, Camp La Junta has purchased a medical/accident policy for everyone. Staff choosing to have illnesses treated by camp infirmary personnel will be subject to said personnel selection of providers. All adult staff retain the right to make their own decisions and choose their own physicians, however some selections may be at the cost of insurance.

ILLNESS: The infirmary will treat all sick campers and counselors. All illness will be tracked and communicated with the Camp Director. Physician's Standing Orders are posted which provide instruction for all simple ailments and injuries. Should consultation with the Camp's Physician be necessary, all such communications, Camper and Staff will run through the Office Liaison, Cheryl Smith.

DIAGNOSTICS: Occasional instances will require that the nursing staff and the directors make judgements about necessary and further treatments. These instances usually center around questions such as "should the Dr. see this today?", "are stitches required?" or "is this a sprain or a potential break?". We take the most cautious route for treatment, but don't want to be over-reactive. Every rash can't be chicken pox and every bump won't be a broken bone, but the one in a thousand chance cannot be overlooked. Communication with the Doctor in these instances is vital and consultation with the Director important.

TRANSPORTATION: Should a trip to the ER or Physicians office become necessary, the Director will determine the most appropriate driver, vehicle and if necessary, assistant.

COMMUNICATIONS:

One Nurse should be at every Counselor meeting in the mornings to keep the infirmary abreast of the daily schedules and upcoming events and to provide the rest of the staff with any information necessary concerning any campers who have visited the infirmary.

When unusual situations such as emergencies or the necessity of a Doctor or hospital visits arise, the Camp Director should be notified immediately to be involved with the decision on the proper action to be taken.

The Camp Director should be notified of all situations which may arise in which the doctor must be contacted. If the situation is a life and death one, then and only then should the doctor be notified first.

General Infirmary Policies - Staff Summary cont'd

Camper parents will be notified and updated in a timely manner in the event their child is ill or injured. ALL PARENT COMMUNICATION is the responsibility of the OFFICE MANAGER. **Absolutely All communications with parents must first be cleared with the OFFICE MANAGER.** Any camper who spends the night in the infirmary, is started on medications or see the Doctor will have their parents contacted.

ABSOLUTELY NO COMMUNICATIONS with parents should be made without first notifying the camp director or Office Manager. This applies to the Doctor or the Emergency room. It is our policy that Camp make all initial contacts, therefore we do everything in our power to make sure that it is the camp who calls to get routine information, or calls about an accident or illness, then transfers a parent to the medical provider.

ROUTINE INFIRMARY CHECKS:

After each special trip or camp out, every camper is weighed and his eyes, ears, and general appearance are checked by the Nurse.

Boys are asked to check their private areas and each others backs and heads for ticks. The Director may assist in removal of "personal area" ticks in the infirmary. Staff or fellow campers should not touch a camper while looking for ticks.

REGULAR WEEKLY DOCTOR VISIT

A visit by the camp doctor is scheduled for 10:00, each Sunday morning of the term. The doctor should see all campers who are currently in need of the doctor, and those in need of a follow up visit. All who have been started on medication, completed medication, spent a night in the infirmary, saw the doctor in town or otherwise needs medical review are to be on the doctors list. Only those pre-approved by the nurses will be allowed to see the Doctor. Anyone not approved is subject to being billed the appropriate

