



— LSBC —

**Director & Counselor
Handbook**

To our summer volunteers,

Welcome to Lake Springfield Baptist Camp! We're so blessed that you decided to spend a part of your summer with us. Please take some time to read through this handbook. It contains our policies and procedures, as well as other information. If there happens to be something it doesn't cover, please ask one of us.

Thanks, we hope you have a great time at LSBC this summer!

Rev. John and Kelsey Parrish, Resident Managers

Kim Runkle, Business and Marketing Manager

Dave Holland, Maintenance Manager

IMPORTANT CONTACT INFORMATION

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Philosophy and Mission Statement of Lake Springfield Baptist Camp

The purpose of the Lake Springfield Baptist Camp camping program is to provide opportunities for children, youth and adults to Step Closer to Christ.

The lake Springfield Baptist Camp is committed to the people of Illinois and Missouri. For over 50 years, we have provided camping experiences for children, youth and adults. Our program is intentional as goals and objectives are selected to help further the Kingdom of God on Earth. Thus we would like to share our camping philosophy that leads us on the path to fuller personhood in Jesus Christ.

There are 4 strategic themes that guide and influence us:

1. Spiritual disciplines, including worship and prayer
2. Relationships
3. Ministry and Mission
4. Leadership Development

The objective (mission) of Christian camping at Lake Springfield Baptist Camp is based on the love of Christ to be shared by those who proclaim Him as Lord and Savior. By this we are committed to these tasks: educating about our faith and heritage; of developing and participating in relationships and seeing it as part of God's plan for humanity to engage in Christian community; understanding the out-of-doors as part of God's world, to be enjoyed, respected, and preserved; living the Word as it comes to us and inspiring others by its message; giving identity to people as followers of Christ and encouraging them to grow in the faith. Camping is ministry and mission. We strive to develop leaders to help fulfill the ministry in which we participate. We covenant to fulfill the purpose of bringing all those involved in camping at Lake Springfield a step closer to Christ.

A Brief History of Lake Springfield Baptist Camp

LSBC was formed in 1952 as a division of the American Baptist Churches of the Great Rivers Region. The camp, along with Blackhawk and Lake Benton Baptist Camps, was operated by ABC-GRR and its employees until the summer of 2010. In 2010, Lake Springfield Baptist Camp was incorporated as its own legal entity and registered as a 501(c)3 non-profit. LSBC is supported solely by camping registration fees and donations made directly to the camp or through missions giving from ABC-GRR churches. LSBC is governed by an independent Board of Directors who in turn hire professional Managers to oversee the day-to-day operations. The camp, while no longer under the supervision of ABC-GRR, maintains a collegial relationship with that organization. When issues of theology arise, LSBC affirms the position or policy of the American Baptist Churches in the USA.

General Facility Policies

KITCHEN

No one other than the paid staff is allowed in the kitchen.

EQUIPMENT

- All recreation equipment is to be put away after usage.
- No one under the age of 16 nor any camper will be allowed to operate power equipment.
- When equipment is used, it should be cleaned, maintained and put away in a proper fashion. If equipment breaks or needs repairs, notify a Manager immediately. Persons guilty of deliberate destruction of any equipment will be charged for the replacement or repair.
- Anyone using equipment in an unsafe way will be removed.

BOATING

- An adult counselor and paid staff member are to supervise safe boating at all times.
- No boats will be released unless a counselor and a paid staff member are at the lakefront.
- When not in use, all boats are to be kept in their proper storage location.
- No one is permitted to swim or play at the lake at anytime.
- Life jackets are to be worn by all persons at all times when in boats.

VEHICLES

- Cars are not to be driven to cabins but left in parking areas. (During registrations days when we expect high volumes of traffic, different instructions may be given.)
- Should a camper drive, the car keys will be given to a Manager upon registration.

TELEPHONE

- Permission for outgoing calls will be secured from Camp Manager and are for emergencies only.
- Campers are not allowed to bring cell phone. All cell phones must be turned in to a Manager or locked in the camper's car.
- Staff should leave cell phones in their living quarters when working. Walkie-talkies are provided for communication during work hours.

GENERAL

- No one is permitted to move or change beds or mattresses in any cabin without permission of a camp Manager.
- Tampering with electric switches, fuses, or water valves will not be tolerated.
- Each group is expected to clean up the grounds and each facility before leaving.
- Raiding of cabins will not be allowed by anyone.
- Shoes are to be worn on campgrounds.
- No pets allowed on campgrounds.
- Excursions off the grounds with campers is not permitted. Liability insurance prohibits any trips or activities not on camp grounds.
- If transportation must be used (i.e. emergencies), do not exceed vehicle capacity. Seatbelts must be worn by all occupants.
- Any person in possession of alcohol, illegal drugs, weapons, or fireworks on the campgrounds will be subject to immediate removal from the premises and, if a minor, notification of parents. Possession of illegal substances may result in criminal prosecution.
- Camp facilities are for campers, volunteers and staff—use of the facilities by anyone else must have approval of a Manager.
- Romantic entanglements between staff, campers and/or volunteers are not allowed. Fraternalization may result in immediate dismissal from Lake Springfield Baptist Camp.
- Parties are not allowed. Counselors should never leave their cabin group unattended. Staff must not organize parties or invite guests onto the property.
- Respect others' privacy. Do not enter a cabin or room that is not your own unless you have permission.

Health & Safety Policies

COMMUNICABLE DISEASE AND ACCIDENT REPORTING

- ACCIDENTS: All deaths in a youth camp and those injuries occurring in a youth camp which receive a physician's care shall be reported to the Department of Public Health.
- DISEASES: All outbreaks of disease in a youth camp which involve two or more persons shall be reported to the Department pursuant to the Department's rules concerning the Control of Communicable Diseases.
- REPORTING: For all the above accidents and illnesses, the Injury and Illness Report as provided by the Department is to be completed and returned to the Department either by mailing or personally delivering it within 48 hours of the occurrence.
- FIRST AID RECORD: Each youth camp shall maintain and keep a current record of first aid cases treated by designated first aid personnel during the camp operating period.

HEALTH CARE PLAN

- This plan is to cover the health needs and procedures for campers and staff during the resident camping program. Typical health care needs for campers will include care for minor abrasions and sprains; complaints of upset stomachs, headaches, fatigue, fevers; exposure to poison ivy and other skin irritants; sun stroke, heat exhaustion, fainting; and other minor medical concerns. Typical health care for staff will include care for all of the above, and CPR, and monitoring of prescribed medicines. A health care/waiver form must be filled out and kept on file at camp for all staff.
- A written health care/waiver form containing health history, examinations, and parental permission for treatment will be kept. No camper will be allowed to register without this form. No staff will be used without this form completed. A health log of all treatments and medicines dispensed will be maintained.
- Only the Manager, Assistant Manager, or First Aid person will have authority to call for an ambulance. Should a camper need medical attention off grounds, one of the above personnel will accompany and take the medical information and release form. The IDPH will be notified of these injuries within 48 hours (see state form). Parents of a treated camper will be notified by one of the above personnel or by the hospital.

CAMP SAFETY

More than four million American youngsters go to camp each year because they want fun, new experiences and adventure. Thousands of Camp Directors and camp counselors accept the responsibility for seeing that the campers enjoy this adventure under conditions which will ensure safe and happy experiences. To think that all hazards can be eliminated from a camping experience is just as unrealistic as to imagine that a camper will go through life without meeting dangers. Therefore, helping to develop alertness and intelligence in facing hazards provides as important a learning experience as knowing how to avoid them. Camp safety can be a restrictive, take-the-adventure-out-of-life, pressure type of program, or it can be a way of living in which the adventure is preserved - but with safe-guards. Thorough discussion of the camp safety program is a must in pre-camp staff training. This means attitudes and methods in achieving safe camp operation must be stressed as well as the many specific factors in the total camp program. Safety in camp must be a cooperative enterprise. Rigid supervision and prohibitions by counselors may limit the number of accidents, but such supervision contributes little to the development of self-reliance which will help the camper to know how to meet, on his own, varied situations. On the other hand, when campers understand the relation between such necessary precautions and a happy camping experience for them, better results will be produced in a spirit more satisfying to everyone. The job of the counselor is to lay the foundation by teaching safety fundamentals without being formal and stifled, and then to build upon it by alertness to possible hazards and observance of safety practices with the campers, a partnership that will reduce camp hazards to a minimum. THIS IS OUR GOAL!

POOL RULES

See Camper Handbook

MEDICAL

- All campers must have a completed and signed health form on file..
- Prescription medicine for campers will be dispensed by a member of the permanent staff. Inhalers, epipens, etc., will be kept by either the cabin counselor or camper, depending upon the camper's age and understanding of their illness.

Note: Anyone with food allergies or serious medical conditions requiring monitoring (diabetes, heart disease, etc.) should call to speak with a manager before the day of registration for your camp.

BASIC EMERGENCY PROCEDURES

Generally speaking – the most basic responsibility of a counselor during any basic emergency procedure is to gather your campers, go to your cabin, and make sure everyone is accounted for. If you are needed for other duties you will be contacted. Directors should monitor that counselors are keeping everyone safe during an emergency.

In the event of an emergency:

1. Evaluate the situation; determine what requires immediate action and what can be given secondary attention.
2. Remember your overall responsibilities: you have a group of campers to look after as well as a need to assist in the emergency situation.
3. Make a plan and follow it: do not make hasty or haphazard attempts at help. Pause to think clearly.

KIDNAPPING

Custody disputes between divorced or separated parents may result in an attempt to remove a camper from the camp. The following procedures are vital in such situations: Under no conditions may a camper be removed from the camp without the permission of the Manager. Staff members should refer all persons who arrive at the camp to the Manager. **DO NOT ALLOW ANYONE TO REMOVE A CAMPER FROM THE CAMP!** Accompany the person to the Manager. Should a camper be taken from the camp without the expressed, direct approval of the Administrative Staff, then: Get the license number of the car and descriptions of any persons or vehicles involved, if possible, **IMMEDIATELY** notify the Director and Camp Manager of the situation. The Manager will act in accord with their best judgment in these situations.

RESCUE

In the immediate area of the camp, rescue is available from the Emergency Services: 911.

SITUATION EMERGENCY PROCEDURES DURING CAMP

Missing Persons

1. All campers return to cabins for head count.
2. If a camper is missing, notify the Manager and Director immediately.
3. Permanent staff should be gathered for immediate searching party - areas of search designated.
4. If the camper is not located within 15-30 minutes, dial 911 and notify parents and Camp Director.

Drowning or Near-Drowning

1. Notify camp nurse and lifeguard immediately
2. Dial 911 Emergency, if situation is serious
3. Notify Camp Manager and Director.
4. Camp Manager will notify parents.

Fire

1. Evacuate building immediately and go to lighted area
2. Counselor should do head count
3. Notify permanent staff ASAP
4. Dial 911 Emergency
5. Check for injuries
6. Do not re-enter building at any time.

Dangerous Weather

1. If dangerous weather occurs during free time when campers are scattered, they should all head to their cabins immediately. Counselors should take a head count.
2. If dangerous weather occurs during group activities, campers should follow the instructions of the Manager, Assistant Manager or Director.
3. If weather is serious, campers should get on the floor under the beds
4. If dangerous weather (tornado) is imminent campers should be taken to the nearest natural geographical depression. They should lie flat on stomach, hands over heads, and remain that way until other instructions are given. After all-safe is sounded, an immediate head count should be taken.
5. If possible, campers should go to one of the storm shelter locations: Starks House basement or Lightbody Conference Center entryway, away from windows.

Abuse & Misconduct Policies

SEXUAL MISCONDUCT OR HARASSMENT

LSBC, seeking to be faithful to the call of Jesus Christ, affirms its responsibility to create and maintain an atmosphere free of all forms of sexual harassment. We define sexual harassment as unwelcome sexual advances, sexual coercion, request for sexual favors, and inappropriate verbal or physical conduct of a sexual nature. Such behavior is an affront to God and human dignity, is inconsistent with Lake Springfield Baptist Camp practices and management philosophy, is prohibited by law and will not be tolerated.

PROCEDURE FOR HANDLING COMPLAINTS OF DIRECTOR MISCONDUCT

Periodically, complaints arise about the conduct of a Camp Director at a specific camp. Charges regarding minors will be referred to DCFS as required by Law. The following is a procedural guideline for handling such complaints.

- Step 1: Complaints about Camp Directors will be handled by the Camp Managers, Board president, and the policies committee of the Board. If the complaints do not involve immoral or illegal behavior or if the charges do not request the removal of the Camp Director, the Board President will handle the situation, as he/she sees fit. These complaints must be submitted prior to the next camping season.
- Step 2: If the charges involve immoral or illegal behavior on the part of the Camp Director, or if their dismissal is requested, all formal charges must be presented in written form and sent to the Camp Board President.
- Step 3: The Camp Board President will notify the Camp Director that charges have been brought against him/her. The charges must be specified. The Director will have the opportunity to either a) not contest the charges, or b) in written form, contest the charges.
- Step 4: When charges have been submitted in writing and have been contested by the Camp Director, the Camp Board President will notify the chairperson of the Camp Policies Committee. The President and the Camp Policies Committee will arrange for a meeting between the Director and the plaintiff. The Board President and at least one Policies Committee member shall attend this meeting. This meeting will determine whether or not the issue(s) can be resolved without full Camp Board Action.
- Step 5: If the initial meeting cannot resolve the complaint, and if the plaintiff so desires, the chairperson will call for a special meeting of the Camp Board to consider the charges. The person(s) making the charges against the Director will be invited to attend the meeting and publicly state their charges against the Camp Director. The Director in question will also be invited to come to this meeting and present his/her response.
- Step 6: After hearing both sides, the Camp Board will meet in private to determine the validity of the charges.
- Step 7: After deliberating the case, the Camp Board will make one of the following recommendations.
 - a. the Director will immediately be removed from the Summer camping program. Only the Camp Board will be allowed to reinstate the person in future directing positions. If the Director is a Professional Church Leader, the decision will be forwarded to the Council on Ministry Standing and Ordination of the Great Rivers Region for further action.
 - b. the Director will be given a written reprimand regarding the charges, but will be allowed to continue directing.
 - c. the Director will be exonerated from all charges.

All parties will receive written notification of the decision and action taken. Decisions by the Board of Directors are final.

PREVENTION OF PHYSICAL OR SEXUAL ABUSE TO CAMPERS

- All personnel (Directors, counselors, and paid staff) must submit to a criminal background check concerning any previous history dealing with the physical or sexual abuse of minors. These forms will be kept on file at the Lake Springfield Baptist Camp Office.
- The Camp Board will have the authority to remove or ban individuals deemed unsuitable for the camping program.
- Directors or counselors who do not respond to this policy will be removed from service.
- Three references must be submitted for first time counselors, or upon demand of Camp Board President.
- A camper, who reports abuse at camp or home, must be reported to DCFS (see procedures).
- Written reports of the situation by the Director and Manager must be kept on file in the camp office.
- If a Director, counselor, or staff person is accused of abusing a camper, they will be removed from service at camp until resolution of the situation occurs.

PROCEDURES FOR REPORTING ABUSE CASES

- When a camper reports abuse, the counselor, Director, and Manager will confer to confirm details. Once details are confirmed, the Manager will call the Camp Board President to report the situation. The Director should also be available to share at this time. After this briefing, the Manager or Director will contact the DCFS hotline (1-800-252-2873) and report the case. All information is to be kept confidential.
- When reporting the incident, keep a written log of all details -including name of camper, parents of camper, address and phone number, name of accused individual, dates and location of abuse, and type of abuse. Also, keep in the log the date and time of reporting the case to DCFS and name of person receiving the call at DCFS. A copy of this must be kept at camp. This will be kept on file. A form to simplify this will be available from the Manager.

NOTICE TO ALL PARENTS/GUARDIANS RE: REPORTING OF CHILD ABUSE

See Camper Handbook.

SUICIDE PREVENTION PROCEDURE

In the case that a potential suicide of a camper has been reported to any staff member at camp (program or facility staff), the staff person will report the information to the Director and Manager, in private, as soon as possible. A potential suicide may include a witnessed attempt, a reported attempt, or any conversation in which a camper mentions considering suicide as a current option. Conversations of past attempts or previous thoughts of suicide might not be considered as a potential suicide threat. Potential suicide may be defined as IMINENT DANGER TO A PERSON, TO EITHER HARM OR KILL THEMSELVES BY THEIR OWN HAND.

Several levels of intervention are described:

1. If a camper has indicated that he/she is considering suicide, that camper will be interviewed by the Camp Director. If the situation is determined to be one of eminent danger, the Camp Director and the Camp Manager will meet with the camper and determine next steps. If the situation is not evaluated as dangerous, a report form will be filled out and kept on file at the camp.
2. If the situation is evaluated to be eminently dangerous, the camper is to be removed from the program immediately and monitored at all times. The camper's parents/guardians will be contacted by phone and made aware of the situation. The parents/guardians will be asked to decide next steps, in cooperation with the Camp Director and Camp Manager.
3. Next steps may involve sending the camper home, sending the camper to a hospital, or keeping the camper at camp with close supervision. The parents/guardians will make the final decision. A report of the conversation will be kept on file at the camp.
4. If the camper is to be removed from the camp, the camper will have constant supervision by a staff person until the parents/guardians arrive. UNDER NO CONDITIONS is the camper to be left alone, even for brief periods of time.
5. If during this time, the camper needs to use the bathroom, a staff person will remain outside the door. The door to the bathroom must remain unlocked.
6. If a camper has tried to harm him/herself, an ambulance will be sent for. The camper will be transported via ambulance to the local hospital.
7. As with all information regarding minors, the situation will be kept confidential. No information/discussion beyond the above mentioned parties is permitted.

Camper Policies

DISMISSAL OF CAMPERS

Should a camper become a behavior problem at camp and warrants dismissal, the following procedure shall be used:

- The Director and Manager shall confer on the dismissal. If an agreement cannot be reached between the Director and Manager, the Camp Board President shall be contacted to make the final decision.
- When a camper is dismissed, the camper will immediately be removed from all activities and contact with other campers.
- Upon agreement of dismissal of the camper, the Manager and the Director will call the camper's parents/guardians to come and pick up their child. Upon the parent's/guardian's arrival, the Manager and Director will meet with the parents/guardians to explain the situation, and why it was felt necessary to dismiss the camper. The parents/guardians will be told that the incident will be kept confidential.
- A dismissal form will be filled out by the Camp Manager, containing information on the dismissal. A copy will be kept on file in the camp office . This information will be considered confidential and is not to be made public. The Director shall also be given a copy of the form, for their records.
- A record of the camper's name will be kept on file. Should the camper be registered again to attend camp, the camper's parents/guardians will receive a notice explaining that their child will be on probation for the camping experience. Any behavioral problems will result in dismissal.

BAPTISM

- Our primary purpose as a religious camp is to lead people to Christ. This does not, however, usurp the role of the local congregation as the base community of faith for the individual. No baptism may take place at camp without written consent of the camper's parents, pastor, and church moderator of the individual's home church. It is the function of the local church to perform baptisms.

VISITORS TO CAMP

See Camper Handbook

CAMPER REGISTRATION AND DEPARTURE

- Campers will not be allowed to remain at camp without a completed health form on file at registration.
- Upon registration, plans and names of adults picking children up will be given and written in the arrival/departure log.
- Photo ID will be required to pick up a camper.
- Information on campers, volunteers and staff is confidential and will not be released without written consent . Releasing personal information without permission will be grounds for dismissal and/or legal action.

CANTEEN RULES

See Camper Handbook

CAMPER PRIVACY/CONTACT AFTER CAMP

See Camper Handbook

REFUNDS

Camper fees will be refunded if cancellation is made at least 48 hours prior to the start of the scheduled camp. Refunds will not be given for no-shows. In case of medical or family emergency that prevents 48 hours' notice, exception may be made at the discretion of the Business Manager and/or Camp Board President.

CAMP DIRECTOR

JOB DESCRIPTION

- Responsible for program content of camp in conjunction with Resident Manager or Camp Board Designee for curriculum.
- Responsible for cabin assignments.
- Responsible for camp schedule, details of which must be shared with Resident Manager for planning purposes.
- Responsible for discipline of campers in conjunction with counselor and Resident Manager.
- Recruits and trains counselors for his/her camp session; ensures counselors are trained and pass certification.
- Attends Director Training session.
- Communicates camp program to paid staff in order to help achieve goals and objectives.
- Counsels the counselors.
- Interprets camp policy.
- Greets campers and families as they arrive.
- Confers with managers and Camp Board President on serious problems.
- Presents positive image of camping at Lake Springfield Baptist Camp.
- Is active in an American Baptist church.
- Follows up with campers' home churches regarding decisions for Christ.
- Decisions by a camper to pursue professional church ministry should be shared with the camper's home church and appropriate members of the staff at the American Baptist Churches Great Rivers Region office.

EXPECTATIONS OF THE CAMP DIRECTOR

- Be at camp for registration and to greet parents. Answer any questions or concerns parents may have. This is especially critical for younger campers.
- Counseling staff should be in place in their cabins and ready to greet campers at the time registration begins.
- Make sure you are fully staffed, having adequate counselors for supervision of campers. (2 counselors per cabin).
- "Counselors" are individuals 18 years of age or older. Someone under the age of 18 who is counseling shall be referred to as an "assistant counselor."
- Assistant counselors are not allowed to have sole supervision of a cabin.
- When parents arrive to pick up their child, counselors and directors should be available to talk with parents and express farewells to campers. No camper is to be left alone to wait for transportation home. It is preferred that at least 2 people wait with a camper in this situation.
- You don't get a second chance to make a first impression. The initial contact a parent has with you colors their feelings about the overall program. Make a good initial impression.
- Meet with your counseling staff at least one prior to camp, twice is better. They should be familiar with your curriculum and expectations. They should also be aware of their job description and policies regarding their position. Well trained counselors make the difference between an excellent camp and a disappointing camp.
- If possible, send a welcome letter to campers. Camper information is provided to directors on a regular basis during the weeks leading up to your camp.
- Parents will be asked to evaluate camp sessions. Make sure your curriculum and counselors are top notch!

CAMP COUNSELOR

JOB DESCRIPTION

- Oversee the safety, well-being and training of the camper.
- Is responsible for campers in cabins; does not leave cabin group unattended.
- Is responsible for interpreting and communicating program.
- Serves as friend and confidant to camper.
- Attends training sessions led by Directors.
- Is responsible for discipline of cabin group.
- Cooperates with Director.
- Understands that campers are their main responsibility; personal needs and desires come second.
- Leads cabin devotions.
- Projects positive image of camping at Lake Springfield Baptist Camp.
- Must be a professed Christian actively attending church, preferably American Baptist.
- Enforces camp policies and safety procedures.
- Is aware of campers whereabouts during program sessions.
- Assistant Counselors (ages 16-18) must work with an adult counselor and are not to have sole responsibility for a cabin group.

COUNSELOR TO CAMPER RATIOS

Camper Age	# Counselors	# Campers
4-5 years old	1	5
6-8 years old	1	6
9-14 years old	1	8
15-18 years old	1	10

DISMISSAL OF CAMP PROGRAM STAFF

- Should a program staff member warrant dismissal, the Director and Resident Manager will confer on the matter. If agreement cannot be reached, the Camp Board President shall be contacted for the final decision.
- Behavior resulting in dismissal shall include: immorality, non-cooperation, failure to care for campers, inappropriate language, use of alcohol, tobacco or illegal drugs, endangerment of themselves to others, and/or presenting themselves counter to the purpose of the camping program.
- If a volunteer is removed from a camp, they will not be allowed to return until cleared by the Camp Board President. A dismissal form will be kept on file in the camp office.

GENERAL GUIDELINES FOR DIRECTORS AND COUNSELORS

- Counselors must be 18 years old or older. Assistant counselors may be 16-18 years old. Counselors for Senior High camps must have finished one year of college or have graduated high school at least one year earlier. The preferred age for Senior High camp counselors is 21 years or older.
- Counselors are required to provide three references. All references must be 21 or older, a non-family member and at least one reference must be from the prospective counselor's pastor.
- Check references on counselors, especially those you don't know well. Also check their social media accounts for red flags: inappropriate photos or language, posts that seem counter to a Christian camping program.
- Counselors and Directors are not allowed to dispense medication. A member of the paid staff or volunteer camp nurse will dispense medication and keep the medical log. Minor injuries (those requiring a simple bandage) may be attended to by counselors or directors. Serious injuries are to be reported to the Resident Manager immediately.
- Be aware of how you touch and/or hug campers. Be sensitive to the camper's comfort level of physical contact. Avoid inappropriate contact. Physical punishment is prohibited.
- Never accompany a camper to an isolated location or attempt to counsel in such a location. If privacy is required, make sure two adults are present. If the camper wants a private conversation do so where you can be seen but not heard.
- If a Director or Manager feels a camper is wearing inappropriate clothing, procedures must be observed to avoid possible perception of sexual harassment:
- Two counselors of the same gender as the camper should counsel the camper as to the issue in a private setting.
- If the camper refuses to cooperate, parents should be notified.
- The Resident Manager should be informed of any and all issues regarding wardrobe.
- Strangers are not allowed and should be escorted off the grounds by staff. Parents are discouraged from visiting campers unannounced.
- As a counselor you can be held personally liable for damages or injuries to a camper and his/her property. Please remember this sacred trust.
- Keep cell phone use to a minimum. Campers are not allowed to have electronic devices; we need to set a good example.
- All volunteers must submit to a background check.

THE CAMPING RELATIONSHIP

THE FIRST FEW DAYS...

...OF A CAMP TERM ARE CRUCIAL FOR CAMPERS AND ALSO FOR YOU. It is during the first few hours and days that they are either welcomed into the fellowship and activities or allowed to feel that no one really cares about them. And how they feel at the beginning often spells a difference in their whole camp experience. Go out of your way to talk to new campers, and old campers as well, for both are subject to some pangs of homesickness.

Homesickness may be so mild that it will disappear with a bit more attention and effort to see that the camper participates in activities and has fun.

Homesickness may be many things:

- ...a feeling of fear and strangeness at being away from home for the first time, particularly if a camper has been pampered at home
- ...it may come about because a child didn't really know what to expect at camp and is disappointed
- ...it may result from difficulties in getting along with other campers
- ...or from a feeling of rejection by parents

It is important to be understanding of the child's situation, but not to flood him or her with sympathy. You must be alert to catch potential homesickness at the first stages, keeping the child involved and optimistic. Above all demonstrate that you know he or she will overcome homesick feelings and have a good time at camp. If you show confidence and a kind of firm faith in the camper, along with keeping him or her involved, the chances are high that he or she will overcome the problem in a short time. **Be sure you discuss these matters with your Director no matter how minor the problem seems.**

ON THE FIRST NIGHT

...of the camp session, you will help yourself and help your campers if you will set out expectations for your campers in the cabin, letting them know what is acceptable and what is not allowed. You can be firm without being authoritative; let the campers in the cabin know where the limits are in relation to bedtime, rest hours, care of belongings, sharing in the cabin clean-up procedure, and other group concerns.

As the cabin group is getting ready for bed, you might have an "opening night discussion" with your campers to set the tone for your work with them letting them know that you are interested in them and that you want to help them in whatever way possible to have a good camp experience. By clarifying your expectations, campers will not have to do as much experimenting and "testing" as they would otherwise. It is always easier to let up later than to tighten up after starting loosely.

Because the first night of each session is so crucial in establishing good camper-counselor relationships, counselors go to bed at the same time as their campers, rather than staying up until staff bedtime. Lights out means that the counselor is in the cabin with campers – and remains there. This applies to the whole camping experience, however long it may be.

SKILLS

When counseling you need to be able to express love and establish discipline. Both are necessary. The counselor who believes that he can "be friends" with all the campers in his cabin will soon find that his new friends have no respect for him/her. The counselor who imagines that strictness is the key to a good cabin will soon find his/her campers to be quarrelsome and depressed. Both love and discipline are necessary; both can be enhanced by certain skills.

Expressing love and discipline requires special effort in the camp situation because of the variety of individual needs found among our campers. Counselors need to be aware of how their behavior affects the campers; for example, one camper may need lots of positive feedback while another is much more self-reliant.

Some hints in discipline:

- When working with young people eye contact is essential. Make sure you have eye contact before you begin talking; keep contact as you go on.
- Use a child's name when you are talking with him or her. It personalizes the message and has far more impact.
- Use hand gestures to reinforce when you are saying.
- Be sure your use of touch is appropriate to the camper and situation. A camper who screams "don't touch me", needs to have his/her wishes respected.
- Keep on the track when setting limits. Going into long excursions about why a camper behaves as he does, or why someone else is to blame, will not change or stop his inappropriate behavior. Stick to the behaviors you want to stop; don't get sidetracked.
- Emphasize "choice" when setting limits and consequences. For example, "If you don't stop swearing, I will ask you to leave the room" is not as strong as: "You know that swearing is not permitted here. If you continue to swear, you must leave the room. It's your choice." You may set the consequences; however, the choice to behave or to misbehave is the camper's choice. This strategy also takes you off the hook - you didn't arbitrarily "punish" someone, you gave them a choice.

GETTING ACQUAINTED WITH THE CAMPERS' HUMAN NEEDS

Every human being has five basic needs which are important for each counselor to understand. Our personalities continually demand that these needs be met. Because they must be met, the child will find some way in which to do so. If he cannot find satisfaction for his needs in a socially acceptable way, he will not hesitate to do so in an unacceptable way.

The need for recognition. Each camper desires attention and prestige - approval from you and from the group. The counselor should see that the camper receives favorable recognition for a job well done and avoid experiences that tend to ridicule.

Take time to recognize every member of your cabin. Make it a point to talk to each camper individually.

The need for a new experience. This is an emotional urge for adventure and change. Because of this, variety becomes very important to the camp program. We meet this need by providing a continuous change of scheduled activities during the day and by occasion complete changes. The counselor should be alert to activities that become wearisome. Remember, the attitude of the camper is largely the same as yours. Enthusiasm is contagious.

The need for affection. Affection is the desire to be understood and loved by one whom the camper understands and loves. The counselor helps satisfy this need by creating group unity and cabin morale. You will notice that some campers need more affection than others, depending upon their home background and their ages. Every camper will sense your actual feelings; it is unconsciously reflected in your actions, attitudes, and even tone of voice. Show affection with limits.

The need for power. We all enjoy doing things well. Our campers receive great satisfaction from achievement and success. The camp provides opportunity to succeed in many of its activities. The counselor may think of extra little projects that his cabin group can do, such as building, planting around the cabin, making Wordless Books, cabin recognition of individual skills, counselor recognition.

The need for security. This is the feeling of protection, the confidence that one is safe. Many campers have a feeling of insecurity in camp. It is a strange environment to most of them, and they miss the confidence that they can run to Mom or Dad with a problem. The counselor can counteract feelings of insecurity by giving the campers assurance of being wanted. Bedtime affords a fine opportunity to get your campers' confidence; a gentle word or just a smile can lend all the needed security.

**AGE LEVEL CHARACTERISTICS AND INTERESTS
OF CHILDREN OF CAMP AGE**
Based on Lois Goodrich, Decentralized Camping

7, 8, 9 year olds

- No sustained projects.
- Don't expect permanent friendships. They explore friendships -anyone who will work or play with them one hour at a time, is a friend for the hour.
- One hour activity is too long -half an hour is better.
- Not too much adventure in fact or story -it makes them fearful. Let them have their adventure in fantasy -allow for acting out.
- Love dramatics and storytelling -especially among girls.
- Not self-conscious -will participate easily and follow leadership.
- Not too much excitement, it makes them nervous.
- Everything must be fun. Motivate with the fun angle. Don't be educational.
- They like repetition.
- They are hardly ever bored.
- They love animals, although they are still scared of them.
- Their food dislikes are broken down easily.
- They have a natural curiosity.
- They will do almost anything for an adult -will not take direction from peers.
- Coordination and skill development is primitive. They are clumsy.
- Chores are necessary evils -turn them into fun activities (contest, stories, songs).
- Restless at bedtime. Very talkative for a few days. Critical time for homesickness. Some still revert to early childhood: thumb-sucking, bed-wetting. Watch for this.
- Begin to reason but can't really evaluate. Mainly they liked it or didn't like it.
- They have no conception of time. This is the counselor's responsibility.

10, 11, and 12 olds

- This is the time of greatest physiological development.
- This (not teen-age) is the most group minded age -the gang.
- Ego-assertion: beginning to challenge adults; quarreling, loud voices, fighting.
- They want the love of the adult: begin to suspect adult's fairness in giving love and attention; they grow very jealous; begin getting crushes on counselors.
- They want to be older than they are.
- Want privileges of older campers.
- They will do a finished job and their interest can be sustained.
- Like to pick, choose and prefer activities, but will compromise. Encourage this.
- Prefer group activities to individual activities. Capitalize on it.
- They like adventure, progressively fewer qualms. They still have concerns with fear.
- Nothing daunts them once they are enthused.
- Tremendous amount of intellectual activity -nature, science, religious questions, singing -waking to interracial aspects of life, vocational plans.
- Will accept housekeeping responsibilities and often do them better than any other age group.
- Need much supervision in hygiene and personal appearance; careless.
- Girls beginning interest in males; conscious of grooming and dress when boys are near. Use this to motivate proper cleanliness, dress and grooming.
- Ready to study, gather information, and love to write all about it.
- Curiosity about arts, work on murals, music and literature.
- Love to entertain in plays, act as hosts and hostesses.
- Love to talk about home, family and their relationships.
- Like to plan some of their own programs and can do so fairly capable.

13, 14 and 15 year olds

- Usually extremely talkative, but like periods of individual isolated quiet.
- Writing and diary keeping are popular.
- Willing to help others. Individually and community philanthropic. Spark this.
- Want to take trips to new places. Eager to try new skills, crafts, games.
- Interested in vocations.
- Enjoy singing.
- Want to be popular.
- Encourage dramatics and group leading those interested. Don't force everyone.
- Love swimming, although beginners may be extremely reluctant.
- Good time to develop ideals and attitudes. Extremely idealistic and optimistic.
- Evaluate with them often. Help them to reach judgments, don't judge for them.
- Never be shocked by them.

Junior/Assistant Counselors, 16, 17 and 18 year olds

- They are very proud of their position, eager to receive recognition.
- Extremely eager to be popular with campers.
- Capable of planning, executing, and carrying through on specific tasks.
- Critical and inquisitive about policies, programs. Want to know "why" things are happening. Want to be "in" on everything.
- Must have definite role in cabin program. Worried when they don't seem needed.
- Ardently social. Would rather sing, play, talk with peers, than carry out responsibilities. Work best individually or in very small groups of peers.
- Intensely loyal. Having accepted someone, they will generally be devoted to that person.
- Interested in acting, talking, being considered adult. This means collegiate.

TEN STRATEGIES FOR MANAGING PROBLEM BEHAVIOR

Handling inappropriate camper behavior is undoubtedly one of the most difficult and frustrating tasks faced by camp personnel. Novice counselors often come to pre-camp orientation expecting to learn a "formula" that will work for every child in every situation, only to discover that no such prescription exists. Nevertheless, since problem situations occur, no pre-camp orientation is complete without a discussion of effective techniques for managing camper behavior. The following 10 simple strategies, although far from a panacea, may provide an appropriate framework for such a discussion.

- **REINFORCE DESIRABLE BEHAVIOR.** It is usually much easier to establish desirable behavior patterns at the beginning of the camp session than to alter problem behavior after it has started. If staff members think positively, campers will often react positively. A smile, gesture, or brief word of support is frequently all that is necessary to encourage a camper to maintain or to increase acceptable behavior.
- **CLEARLY STATE PRIVILEGES AS WELL AS RULES.** Most camp activities or programs have set rules and procedures that are necessary for safety and efficiency, but too many don'ts violate strategy. Tell campers what they may do. If they clearly understand what is permitted, they will not need to test to determine acceptable limits. Why not have campers participate in establishing some of the camp's rules and regulations? Research indicates that people are more likely to internalize rules they have helped establish.
- **TOLERATE SOME UNACCEPTABLE BEHAVIOR.** Too much attention to annoying behavior may not only interfere with an activity's effectiveness, but may serve to reinforce undesirable actions. Also, certain annoying behaviors may be typical for the child's developmental stage, so staff members should be alert to age-typical behavior patterns.
- **USE NONVERBAL CUES.** Before verbally responding to undesirable behavior, it is often possible to eliminate it by silently indicating disapproval of the camper's actions. Eye contact, accompanied by a frown or gesture, may control the behavior without the possibility of embarrassing the camper in front of his or her peers.
- **CONSIDER REDIRECTION TO A DIFFERENT TASK OR ACTIVITY.** One of the best ways to avoid behavior problems is to keep campers involved in the task at hand. The challenges of any activity should be consistent with the camper's skill development, so plan for varying levels of skill and try to individualize tasks to each camper's abilities. Many behavior problems result from activity dissatisfaction or boredom and may be eliminated by "redirection" the camper to another task or activity.

Despite careful attention to the above strategies, problem behaviors may occur which require immediate intervention. In some situations, staff responses will be dictated by camp policy, but any disciplinary action should be fair, consistent, and administered in an understanding manner. The next strategies may be helpful when intervention is required.

- **CLARIFY CONSEQUENCES OF UNACCEPTABLE BEHAVIOR.** A camper should clearly understand the personal impact of his or her behavior. The staff member may point out the consequences, such as anticipated disciplinary action, should undesirable behavior persist. It also may be advisable to encourage the camper to clarify the consequences of his or her own actions by asking, "What things do you think will happen if you continue to act this way?" When clarifying consequences it is important to avoid using a threatening tone of voice and, above all, the staff member must be prepared to follow through if the undesirable behavior continues.
- **CLARIFY BENEFITS OF ACCEPTABLE BEHAVIOR.** This is the corollary to strategy 6 and may be useful in concert with it. Staff should be reminded, however, that pointing out the benefits of acceptable behavior will be most effective if it occurs immediately after desirable behavior (strategy 1.).
- **USE "TIME-OUT" PROCEDURES.** It may be necessary to temporarily remove a disruptive camper from the situation in which problem behavior is occurring and place him or her in a location where little or no enjoyable stimulation is received. Once removed, the camper should be allowed to return after a short period of time, but it is important that this return be contingent upon appropriate behavior.
- **PUNISHMENT, IF USED, SHOULD BE A LAST RESORT.** Unlike the preceding strategies, punishment (of any kind) does not allow the camper to avoid the consequences by exhibiting acceptable behavior. Thus, attention is directed to the punishment itself, rather than to the problem and alternative forms of behavior. Any form of punishment should be appropriate to the situation and, of course, must conform to camp policies. NEVER USE PHYSICAL PUNISHMENT!
- **IF IN DOUBT, SEEK HELP.** This final and very important strategy should be used whenever the staff member feels incapable of coping with a particular situation or camper. Assistance also should be sought if a staff member is unsure whether or not his or her specific responses to problem behavior were appropriate. All staff must know, in advance, the appropriate personnel who will lend assistance with camper behavior problems, and it should be stressed that seeking help is not a sign of defeat or inadequacy. No one, no matter how experienced, has all of the answers to handling camper behavior problems.

COUNSELORS' RELATIONSHIP TO THE CAMPERS

It is necessary that the counselor realize the importance of each and every child at camp. It is our job as counselors to attempt to see that every camper has a PLEASANT AND PROFITABLE CAMPING EXPERIENCE. Each child here means more to his or her parents than anything else in the world. It is imperative that counselors keep this in mind. You are responsible for the safety and welfare of your campers. Take that role very seriously.

It is normally easy to "entertain" and have fun. The difference here is that we want the camper to learn, expand abilities and leisure time capabilities, build his or her character, all within the framework of "fun".

As a counselor you will, naturally, have daily contact with your campers. EVERY ACTION, WORD and DEED on your part must be above reproach so that these children will be guided by the best example. In addition to setting a good example and making friends with the camper, you must get to know each camper as well as time will permit. As a leader, you will be given certain information on the background and physical condition of the campers in your unit and any known parent objectives. All specialists (those who teach activities, such as swimming, etc.) will work closely with the Director so that they may have in mind pertinent information on each camper. In the case of repeat campers, you can draw helpful information from the returning counselors and from the records of the camp.

GOOD CAMP LEADERS HAVE AN OBVIOUS AIR OF ENTHUSIASM ABOUT THEIR JOB AND CAMP ACTIVITIES.

As a counselor, you must try from the start to impart this enthusiasm to the campers. Some have never been away from home before, and others have never had any experience similar to organized camping. Most have been looking forward to camp for months, and the fact that they may not have been to ABC camps before does not slow their imagination. They are wondering just what it will be like, and more important, just what you, their counselor, will be like. It is vital, therefore, to get off to a good start with EACH camper.

After all the campers in your group have arrived, you will find it helpful to have a group meeting. Start to build up the spirit and morale in your group (a cabin flag, a cabin song, a yell). Answer as many of their questions as you can. When you do not know a particular answer, assure them that you will find out. Begin to generate enthusiasm by telling your cabin group about camp activities and the fun you will have together.

Among other things, YOU, AS A COUNSELOR ARE RESPONSIBLE FOR THE HEALTH OF EVERY CAMPER IN YOUR GROUP. You must try to see that all general instructions and any special instructions about the health and care of the camper are carried out. Be sure that everyone in your group is drinking plenty of water each day and eating properly and generally feeling well.

As a Christian camp, we want our campers to have the best Christian community experience possible. As the counselor, you play a critical role in that experience. Your behavior and attitude will affect the campers in your group. Be attentive to what you say and how you say it.

"Hero worship" can be a problem. It is important to be approachable and attentive to campers, but caution must be used. The camper is at camp to worship God, not the counselor. Beware of your own ego, and campers who might be attracted to you in inappropriate ways.

Lake Springfield
Baptist Camp

**Camper and Family
Handbook**

Dear Camper,

Welcome to Lake Springfield Baptist Camp! We're so blessed that you decided to spend part of your summer with us. Please take a few minutes to read through this handbook as a family. We hope it will answer all of the questions you might have about your upcoming camp experience. If there happens to be something it doesn't cover, please e-mail the camp managers at lsbconline@gmail.com.

Thanks! We hope you have a great time at LSBC this summer!

Rev. John and Kelsey Parrish, Resident Managers

Kim Runkle, Business and Marketing Manager

Dave Holland, Maintenance Manager

Philosophy and Mission Statement of Lake Springfield Baptist Camp

The purpose of the Lake Springfield Baptist Camp camping program is to provide opportunities for children, youth and adults to Step Closer to Christ.

The lake Springfield Baptist Camp is committed to the people of Illinois and Missouri. For over 50 years, we have provided camping experiences for children, youth and adults. Our program is intentional as goals and objectives are selected to help further the Kingdom of God on Earth. Thus we would like to share our camping philosophy that leads us on the path to fuller personhood in Jesus Christ.

There are 4 strategic themes that guide and influence us:

1. Spiritual disciplines, including worship and prayer
2. Relationships
3. Ministry and Mission
4. Leadership Development

The objective (mission) of Christian camping at Lake Springfield Baptist Camp is based on the love of Christ to be shared by those who proclaim Him as Lord and Savior. By this we are committed to these tasks: educating about our faith and heritage; of developing and participating in relationships and seeing it as part of God's plan for humanity to engage in Christian community; understanding the out-of-doors as part of God's world, to be enjoyed, respected, and preserved; living the Word as it comes to us and inspiring others by its message; giving identity to people as followers of Christ and encouraging them to grow in the faith. Camping is ministry and mission. We strive to develop leaders to help fulfill the ministry in which we participate. We covenant to fulfill the purpose of bringing all those involved in camping at Lake Springfield a step closer to Christ.

A Brief History of Lake Springfield Baptist Camp

LSBC was formed in 1953 as a division of the American Baptist Churches of the Great Rivers Region. The camp, along with Blackhawk and Lake Benton Baptist Camps, was operated by ABC-GRR and its employees until the summer of 2010. In 2010, Lake Springfield Baptist Camp was incorporated as its own legal entity and registered as a 501(c)3 non-profit. LSBC is supported solely by camping registration fees and donations made directly to the camp or through missions giving from ABC-GRR churches. LSBC is governed by an independent Board of Directors who in turn hire professional Managers to oversee the day-to-day operations. The camp, while no longer under the supervision of ABC-GRR, maintains a collegial relationship with that organization. When issues of theology arise, LSBC affirms the position or policy of the American Baptist Churches in the USA.

CAMPER MANUAL

Definitions

Camper:	a child registered for a camping session at LSBC.
Manager:	one of the three paid professional staff members.
Staff:	one of the persons paid to live on-site during the summer to provide culinary, custodial or grounds keeping services.
Director:	a volunteer, often a pastor of an American Baptist church, who is responsible for the schedule, programming and other volunteer staff during one of LSBC's camping sessions.
Counselor:	a volunteer responsible for leading a group of campers during a camping session. Counselors and Assistant Counselors live in the cabins with the campers.

FAQ's

How do I register my child for camp?

The easiest way to register for LSBC is online at our website, www.lsbconline.com. We also have paper registration forms that we send to churches (that form is also on our website). Some churches prefer to send the registrations in batches and require the paper form. Please check with your own church about what they prefer. (LSBC greatly appreciates online registrations).

How to I pay my camp fees?

You may mail payments to LSBC, PO Box 556, Chatham, IL 62629, pay online through our secure website, or pay when you arrive.

What if my church is paying a portion of my child's camp fee?

You will need to pay only the portion you owe; we will work with your church on the remainder.

How much are the camp t-shirts and pictures?

One camp t-shirt and photo is included with each registration.

What happens during registration (check-in)?

When you arrive at LSBC, please park in the main parking lot. Bring your camper and their belongings to the registration center, which is most usually held in Lightbody Conference Center. Once registration begins, you will move through a series of stations. You will be greeted by the camp's Business Manager who will ask you to sign a registration log, make sure that your registration forms are complete and that payment arrangements have been made, and ask you to fill out a form regarding arrangements for picking up your child at the end of the camping session. You will also purchase canteen tickets, if you allow your child to have snacks. We will collect or review your child's health form (no child is allowed at camp without one) as well as collect any prescription medication your child will need while they are away from home. We will review the dosing instructions with you so we understand exactly what is needed. Your camper will receive their camp t-shirt and then

meet the camp session Directors and receive their cabin assignment. After all that is completed, you are free to take your camper to their assigned cabin and meet their Counselors.

What about check-out?

Check-out is a much faster process than registration, but there are some important things to know. Check-out also takes place in Lightbody Conference Center. No camper will be released to anyone without first verifying that person's identity (usually a valid driver's license). If you, as a parent, will not be picking up your camper personally (child is riding with a friend's family, grandparent, church group, etc.) we must have that information on file ahead of time. At registration, you will be asked to indicate who is authorized to pick up your kiddo from camp. We do this to prevent possible situations of kidnapping or non-custodial parent interference. (In the event of an emergency, please call the camp at 217-670-2356 to advise of a pick-up change.) Please do not wander onto the grounds to find your child; your child should come to Lightbody to find you. A Manager (not a session Director) will verify your ID, present you with a camp photo and return any medication. At that point you are free to take your camper and their belongings to the parking lot.

What is canteen?

Canteen is what we call our snack bar. Each camp Director chooses their own schedule, but there are usually two canteen sessions per day. Items are priced at either \$0.50 or \$1.00 each. We generally allow campers to purchase 2 items per canteen, although we relax that a little bit with the Senior High groups. The amount your camper will need will depend upon the length of their camp. Generally, we recommend:

Day camps:	\$ 1.00	2- and 3-night camps:	\$ 5.00
24-hour camps:	\$ 2.00	5- and 6-night camps:	\$10.00

Also, canteen is a cashless system. Canteen tickets or punch cards can be purchased during registration. No cash is kept on the grounds after registration day. (Note: Canteen items must be consumed in the canteen area; no food is to be taken into the cabins).

What about water sports?

Although we are located on a lake, we do not allow swimming in the lake. (We do have canoes available for use). There is usually room in the schedule to swim in the pool once a day, sometimes twice! A swimming test is given on the first full day of camp to assess your camper's skills in the water. We use wristbands to differentiate between "shallow-end" swimmers and "deep-end" swimmers. Red Cross trained lifeguards are present during each swimming session. If you have concerns about your camper's swimming skills, please discuss that with a Manager during check-in.

Pool rules

To ensure everyone's health and safety, there are a few rules to follow in and around the pool.

1. You must shower before entering the pool
2. No running, shoving, pushing or dunking.
3. No chicken fights.
4. No food, drinks or gum in the pool.
5. No cut-off shorts are to be worn in the pool, and swimsuits are not to be worn around the camp.
6. No playing on the divider rope.
7. Lifeguards will be present during swimming activities, are to be obeyed at all times, and may remove anyone from the pool at their discretion.

What other activities are available?

LSBC offers many opportunities for recreation. We have lots of walking trails, a baseball diamond, an outdoor basketball court, playground, mini/modified disc golf course, sand volleyball, portable gagaball pit, and for the

Is there a dress code?

Yes. Please refer to the dress code chart at the end of this guide.

What should I bring?

Good question! Please refer to the packing list at the end of this guide.

Can I send mail or e-mail to my camper?

E-mail, no. Snail mail, yes. Our local post office is not the fastest runner in the pack, so it's usually good to send your items the WEEK BEFORE you drop off your camper. The address to send items to is: LSBC, PO Box 556, Chatham, IL 62629.

Can I communicate with my camper through text?

We do not allow electronics at LSBC. Please leave the phones, iPods, tablets, laptops and other devices at home. If those items are found after registration, they will be confiscated until check-out. One of the major advantages of summer camp at LSBC is the chance to "unplug" from the world and experience God, fully immersed in His outdoor Creation. That's not entirely possible if everyone is looking for Pokemon. :)

Note: Senior high campers are allowed to have cell phones during free time but devices will remain in storage at all other times. Camp directors are in charge of storing cell phones in a secure location.

Can I call or visit my camper?

Calling and requesting to speak to your child and/or visiting the camp unannounced not only disrupts the schedule and breaks the spiritual retreat atmosphere, it can also bring important legal considerations into play, most significantly camper privacy and legal guardianship/custody issues. We understand that emergencies do happen and in those cases we do everything possible to be accommodating and compassionate. Please call and speak to a Manager and we will evaluate each situation on its own merits.

You should know that it is standard procedure to escort uninvited visitors off the grounds immediately. Visitors are not to participate in or interfere with any camp and should avoid camper contact. Staff are trained to alert a Manager when strangers are observed on the grounds. It is VERY IMPORTANT that you make prior arrangements if you need to stop by the camp for any reason. In the event you must come unannounced, please have your identification ready. Ask the first person you encounter to direct you to a Manager who will help you.

Please understand that our guidelines on parent/camper communication are not intended to be punitive in any way, rather, they are designed to make sure that only authorized persons are allowed contact with your child while they are placed in our care.

Camper Privacy

Follow up after camp with our campers is a long tradition. Many relationships have been enhanced and maintained by that contact. Due to legal limits on privacy, especially for minors (under the age of 16), we must limit the amount of contact directors and counselors have with campers after the session has ended. Directors and counselors are to follow these guidelines:

1. Camper information (address, phone number, SS#, medical forms, etc.) is not to be distributed to anyone outside the camp setting.
2. Contact with campers should be limited to writing. At no time should a camp worker initiate contact with a camper by phone, personal visit, or by electronic means (Facebook, email, etc.) without the parent(s) consent. Mail should be sent "In Care Of" the camper's parents. Permission for electronic communication should be provided to the permanent camp staff and kept on file.
3. Writing to a camper is to be limited to business or follow-up from the camp experience. Copies of the letter are to be kept by the camp worker.
4. Camp workers are discouraged from using words of affection in letters to campers.
5. If a camper contacts a camp worker expecting a response, the parents are to be contacted first so that permission to correspond may be obtained.
6. If a camp worker is invited to a camper's home for any reason, the invitation must be from the parents. In the State of Illinois it is against the law to contact anyone under the age of 17 by email without written permission of the parent or guardian. Visits to a camper's home are generally discouraged.
7. LSBC understands that in some cases, campers and counselors/directors may come from the same church or community. In those instances LSBC expects the counselors/directors to obey the laws of the State of Illinois but realizes that prior relationships with the family may override guidelines 1-5 above.

These guidelines are designed to protect both the camp worker and the camper.

Notice to Parents/Guardians Regarding the Reporting of Child Abuse

If a camper shares information with us that they are being abused, or that they have been recently abused (with a concern that the abuse may continue), we are under legal mandate to report the incident to the Department of Child and Family Services in the State in which the child lives. Failure to do so is a Class A misdemeanor in the State of Illinois. The only exception to the reporting mandate is if we know the information to be false. The law reads that if we even suspect abuse or neglect, we are to report.

When an incident is reported, we are required by law to maintain confidentiality. LSBC's staff and volunteers are not allowed to contact anyone else or release any information. Doing so is also a Class A misdemeanor in the State of Illinois. This means that we are not allowed to contact parents, guardians, pastors or anyone else not connected with the reporting of the incident at the camp.

The camp is licensed by the State of Illinois. Failure to follow mandated reporting procedures could result in LSBC being found negligent in the handling of an abuse situation, resulting in the revocation of our camp license and legal liability should any party representing the abused child choose to seek legal remedy including prosecution.

LSBC wants to provide your child with a safe place while at the same time maintaining your integrity as a parent. Please understand that if your child reports an abuse situation, we are not making a value decision, we are simply obeying the law.

For further information about your rights as a parent, guardian, or church worker with minors, please contact your local DCFS office, call the State of Illinois hotline at 800-252-2873, or download the guide from the State of Illinois website.

Baptism

Our primary purpose as a religious camp is to lead people to Christ. This does not, however, usurp the role of the local congregation as the base community of faith for the individual. No baptism may take place at camp without written consent of the camper's parents, pastor, and church moderator of the individual's home church. It is the function of the local church to perform baptisms.

Medical

- All campers must have a completed and signed health form on file..
- Prescription medicine for campers will be dispensed by a member of the permanent staff. Inhalers, epi-pens, etc., will be kept by either the cabin counselor or camper, depending upon the camper's age and understanding of their illness.

Note: Anyone with food allergies or serious medical conditions requiring monitoring (diabetes, heart disease, etc.) should call to speak with a manager before the day of registration for your camp.

Refunds

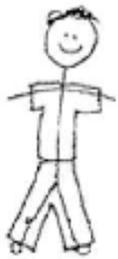
Camper fees will be refunded if cancellation is made at least 48 hours prior to the start of the scheduled camp. Refunds will not be given for no-shows. In case of medical or family emergency that prevents 48 hours' notice, exception may be made at the discretion of the Business Manager and/or Camp Board President.

Camp Schedule

This is a sample of a typical day at camp. Directors will arrange their own schedules to fit their specific programming. Lights out times will be adjusted depending upon the age of the campers involved.

7:00 am	Wake Up
8:00 am	Breakfast
8:30 am	Cabin clean-up / Counselor meeting
9:00 am	Morning worship
9:45 am	Discussion groups
10:30 am	Recreation: swimming, boating, crafts
11:30 am	Prepare for lunch
12:00 pm	Lunch
12:30 pm	Rest
1:30 pm	Games
2:45 pm	Canteen
3:00 pm	Recreation: swimming, boating, crafts
5:00 pm	Prepare for dinner
6:00 pm	Free time
6:45 pm	Vespers
7:00 pm	Evening activity
8:45 pm	Canteen
9:00 pm	Campfire
10:00 pm	Prepare for bed
10:30 pm	Cabin devotions
11:00 pm	Lights out

LSBC Dress Code



Dress Casual—Jeans and T shirts are great... even at the evening sessions.



Shorts are great too!



Girls no spaghetti straps, bare midriffs or short shorts.



Please no tight shirts, sweaters, pants or shorts. That goes for girls and boys.



No short skirts / dresses or low cut tops.



No bikinis or 2 piece swim suits.



No writing on the buttocks of clothing.



Boys—rear view—keep your pants pulled up.

Any fashion (dress or accessory) that distracts from the spiritual atmosphere will not be permitted. Please note that we are not just trying to enforce a set of rules, but we are trying to encourage a spirit of modesty.

LSBC Packing List

Bible

Pencil & Paper

Toothbrush/Toothpaste

Comb/Brush

Soap/Shampoo/Towels

Flip Flops (for showers)

Twin size bedding or sleeping bag

Pillow

Jacket

Swimsuit

Shoes for canoeing

Clothes (including those for play)

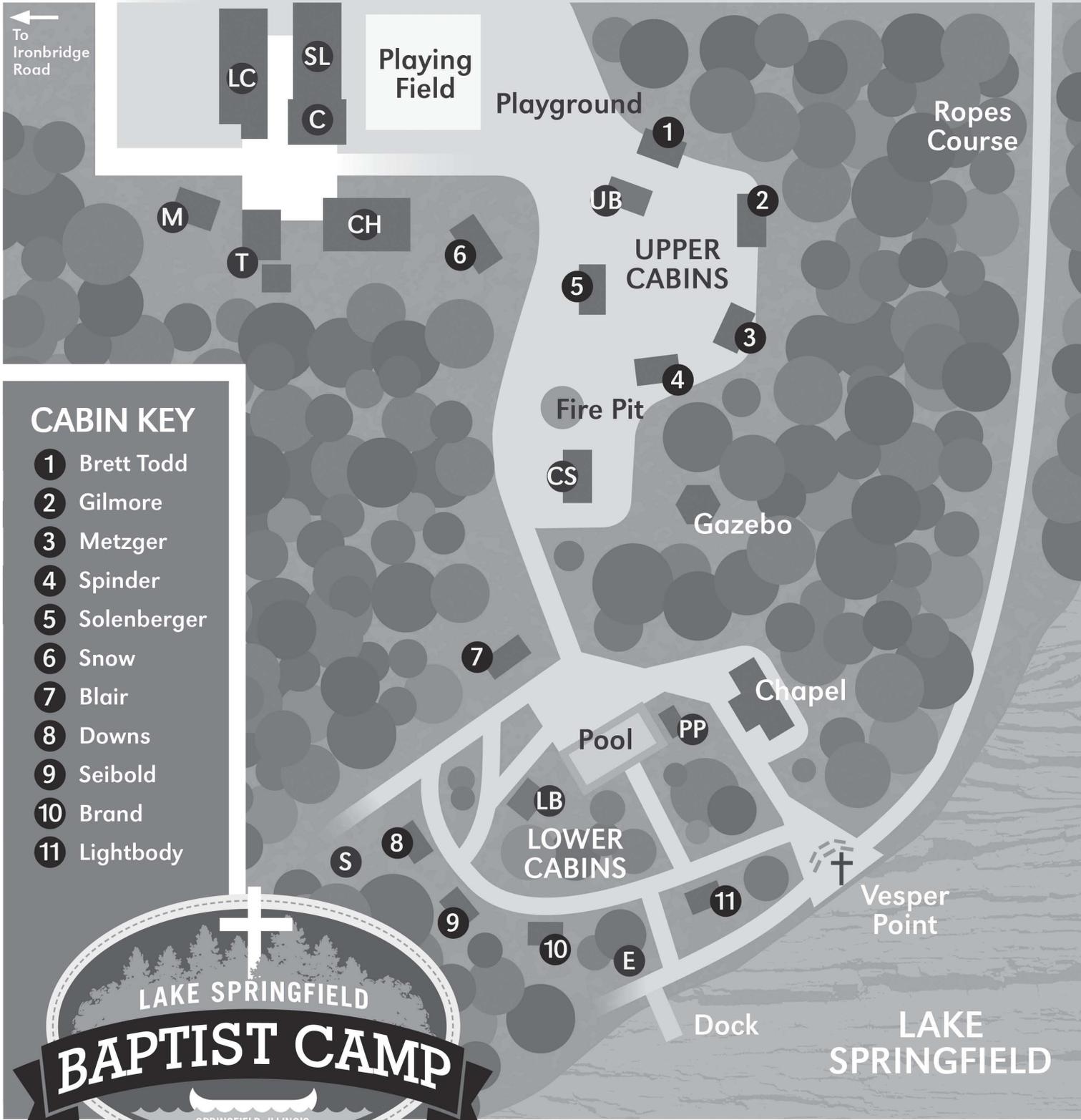
Trash Bag for Laundry

Flashlight

Insect Repellent (opt.)

Sun block (opt.)





CABIN KEY

- 1 Brett Todd
- 2 Gilmore
- 3 Metzger
- 4 Spinder
- 5 Solenberger
- 6 Snow
- 7 Blair
- 8 Downs
- 9 Seibold
- 10 Brand
- 11 Lightbody



FACILITY KEY

- | | | |
|------------------|---------------------|----------------------|
| C Canteen | SL Schontz Lodge | S Storage |
| CH Carter Hall | LC Lightbody Center | T Tool & Paint Sheds |
| CS Craft Shelter | M Managers House | UB Upper Bathhouse |
| E Canoe Storage | PP Pool Pumphouse | LB Lower Bathhouse |

CONTACT INFORMATION

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