

# Lake Springfield Baptist Camp

## Director's Checklist for Counselors

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COUNSELOR NAME

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2020 CAMP SESSION

- Has counselor submitted application and references?
- Has counselor been given Director/Counselor and Camper Handbooks?
- Has counselor passed certification test?
- Have Camp Managers been notified that counselor is certified?
- Has counselor submitted Background Check Authorization Form?
- Has counselor been given the DCFS Mandated Reporter Guide?
- Has counselor submitted the DCFS Mandated Reporter Acknowledgement?
- Have you verified counselor's references, social media, etc.?

NOTE: Certification tests may be taken on paper or online at least two weeks prior to your camp session's start date. Paper tests must be scanned & emailed to [lsbconline@gmail.com](mailto:lsbconline@gmail.com) or mailed to PO Box 556, Chatham, IL 62629.

# LAKE SPRINGFIELD COUNSELOR APPLICATION (PAGE 1)

Counselor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Church Name & City: \_\_\_\_\_

**I wish to counsel for (check all that apply):**

- |                       |                |  |
|-----------------------|----------------|--|
| <input type="radio"/> | June 10-12     | Family Camp - Joe Mann/Joyce Wells                     |
| <input type="radio"/> | June 13-15     | Sports Camp - Joe Mann/Joyce Wells                     |
| <input type="radio"/> | June 16-17     | Slumber Party Camp - Kim Henness                       |
| <input type="radio"/> | June 18        | Day Camp - Deb LeVault                                 |
| <input type="radio"/> | June 19-21     | Girls' Retreat - Kelli Embley/Natalie Thiems           |
| <input type="radio"/> | June 22-25     | Middler Camp - Pat & Kellie Embley                     |
| <input type="radio"/> | June 26-28     | Gamer Camp - Jason Sommerfeldt                         |
| <input type="radio"/> | June 29-July 1 | Fine Arts Camp - tbd                                   |
| <input type="radio"/> | July 2         | Pre-K Day Camp - KayCee Robinson                       |
| <input type="radio"/> | July 10-16     | Senior High Camp - Kathy Hutchins                      |
| <input type="radio"/> | July 17-23     | Junior High Camp - Pat Embley, Noah Porzelius, Ed Haun |
| <input type="radio"/> | July 24-30     | Junior Camp - tbd                                      |

**LAKE SPRINGFIELD BAPTIST CAMP COUNSELOR APPLICATION (PAGE 2)**

Name \_\_\_\_\_  
Last First Middle

Address, City, State, Zip \_\_\_\_\_

Home or Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Birthdate: \_\_\_\_\_

Have you counseled or directed a camp at LSBC prior to this year? YES NO When? \_\_\_\_\_

Where employed \_\_\_\_\_ Full-time / Part Time

What skills, spiritual gifts or talents do you have which might be useful in this position:

\_\_\_\_\_

What training or experiences do you have which might be useful in this position?

\_\_\_\_\_

Church Name & City \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Are you a member of this church? YES NO Have you been baptized? YES NO

Have you ever been convicted of or pleaded guilty to a crime? YES NO

(If yes explain) \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of child abuse or sexual abuse or been involved in any activities related to molesting or abusing children/youth? YES NO

(If yes explain) \_\_\_\_\_

\_\_\_\_\_

Do you have a current driver's license? YES NO

References: (Please provide name, address and phone of three references)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## AFFIRMATION

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date. Should my application be accepted, I agree to be bound by the policies of the Lake Springfield Baptist Camp and to refrain from unscriptural conduct in the performance of my services on behalf of the camping program. I understand that the use of tobacco, alcohol and illegal drugs are not permitted on the campgrounds.

I further understand that I am expected to conform to an exemplary standard of personal behavior consistent with the goals and policies of Lake Springfield Baptist Camp and the American Baptist Churches of the USA. In the event campers ask my personal opinion on a topic, I agree to refrain from discussing highly sensitive matters, including but not limited to: sexual orientation and all related LGBTQ issues, abortion, and sex outside of marriage/cohabitation. In the event discussion cannot be avoided, I agree to refer a camper to a Director or Manager.

LSBC aligns its beliefs with the American Baptist Churches in the USA and expects its staff and volunteers to espouse those beliefs while acting on behalf of the Camp. Failure to do so will lead to my dismissal from LSBC.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Return to:

Lake Springfield Baptist Camp, P O Box 556, Chatham, IL 62629 or  
[www.lsbconline@gmail.com](mailto:www.lsbconline@gmail.com)

## BACKGROUND INVESTIGATION CONSENT

I, (Print Name) \_\_\_\_\_ hereby authorize the Lake Springfield Baptist Camp to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those by both public and private organizations and all public records for the purpose of confirming the information contained on my application or volunteer form(s) and/or obtaining other information which may be material to my qualification for employment or as a volunteer now and, if applicable during the tenure of my employment or as a volunteer with Lake Springfield Baptist Camp.

I release the Lake Springfield Baptist Camp and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claim or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) \_\_\_\_\_

Maiden Name or other Names Used \_\_\_\_\_

Present Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Length of time at present address \_\_\_\_\_

Former Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Length of time at former address \_\_\_\_\_

Phone(\_\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - - - - -

Driver's License # \_\_\_\_\_ State of License \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment or placement.

Return Form to: Lake Springfield Baptist Camp, P O Box 556, Chatham, IL 62629

**DO NOT RETURN THIS FORM VIA EMAIL**

# LAKE SPRINGFIELD COUNSELOR CERTIFICATION TEST

The answers to all questions can be found in the Director/Counselor Handbook or the Camper Handbook. Please circle the correct answer.

1. The first responsibility of any counselor is to:
  - A. him/herself
  - B. the Director
  - C. the Manager
  - D. the campers
  
2. You can be held liable in a court of law for injuries to a camper in your group.
  - A. True
  - B. False
  
3. If you see a stranger on the campgrounds, you should immediately:
  - A. Escort them where they want to go
  - B. Ignore them
  - C. Take them to the Director or a Manager
  - D. Bring the person they want to see to them
  
4. If a camper wishes to speak with you privately, you should:
  - A. Go some where private
  - B. Go somewhere you can be seen but not heard
  - C. Tell them to speak with the Director
  - D. Say no
  
5. If a camper tells you they have been abused at home, you should:
  - A. Immediately inform the Director
  - B. Decide if the camper is telling the truth
  - C. Talk to another counselor
  - D. Keep it to yourself
  
6. Before, during and after reporting to DCFS, all allegations of abuse are kept confidential.
  - A. True
  - B. False
  
7. It is acceptable for someone to enter another cabin without that cabin counselor's approval.
  - A. True
  - B. False

## LAKE SPRINGFIELD COUNSELOR CERTIFICATION TEST, page 2

8. The counselor is responsible for the whereabouts of his/her campers during program activities.
  - A. True
  - B. False
  
9. Raiding or pranking of cabins is allowed.
  - A. True
  - B. False
  
10. During an emergency, you should:
  - A. Ask the Director where you can help
  - B. Round up your campers and go to your cabin
  - C. Tell your campers what is going on
  - D. Send your campers to find the Director
  
11. If a parent or guardian comes to camp and wishes to speak with their child, you should:
  - A. Let them do it
  - B. Tell them to leave
  - C. Take them to a Director or Manager
  - D. Point in the general direction of the Director or Manager and tell them to go find that person
  
12. It's OK to become romantically involved with other counselors, Directors, campers or paid staff.
  - A. True
  - B. False
  
13. The minimum age for an Assistant Counselor is 16; for a Counselor is 18.
  - A. True
  - B. False
  
14. "Lights out" means everyone is in their cabin for the night, including the counselor.
  - A. True
  - B. False
  
15. It is acceptable for a counselor to leave the grounds without asking permission.
  - A. True
  - B. False
  
16. Prescription medication and most first aid will be dispensed by:
  - A. The Director
  - B. A Counselor
  - C. Campers can get their own meds
  - D. A paid staff member or volunteer camp nurse

## LAKE SPRINGFIELD COUNSELOR CERTIFICATION TEST, page 3

17. Campers can have cell phones, tablets, or other electronics in their possession during camp.
- A. True
  - B. False
18. Counselors and Directors should keep their cell phones out of sight or securely locked in their cars or the camp office.
- A. True
  - B. False
19. If a camper reports to the counselor that they have been considering suicide, the counselor should immediately report it to a Director or Manager.
- A. True
  - B. False
20. If you want to contact a camper after camp is over, and that camper is under the age of 17, you must:
- A. Ask the camper's permission
  - B. As the Director's permission
  - C. Have written permission from the parent/guardian
  - D. All of the above
  - E. None of the above
21. Contact with individual campers after camp should:
- A. Never happen
  - B. Be done in writing
  - C. Be done in private
  - D. Be done only to promote camping
  - E. Be done in a public place
22. Counselors are allowed to have parties without their campers during camp.
- A. True
  - B. False
23. Assistant Counselors are allowed to be in charge of groups of campers.
- A. True
  - B. False
24. Cabin devotions are led by:
- A. The Director
  - B. The Counselor
  - C. A Camper
  - D. Anyone