Oklahoma United Methodist Camps and Retreats

DEAN'S MANUAL

Revised February 2018

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Our Philosophy

Camp and Retreat Ministries provide experiences that shape and expand the Christian commitment of persons of all ages, empowering them to live the truth of the gospel in their daily lives. These ministries create environments that are conducive to listening to and responding to God. The unique characteristics of these environments include:

- Intentional times and places set apart from daily life, under the guidance of servant leaders.
- Experiential models of learning in which the whole person encounters the Word of God.
- A community of faith that challenges nurtures and celebrates new understandings of God's action in their lives.

Out of these experiences, people return with the heightened awareness of God's redeeming grace in Jesus Christ and can be more responsible disciples in God's world. They enter into local church communities inspired, renewed and dedicated to faithful service.

Our "Product"

Our camps and programs are committed to providing:

- **Safety**. We will provide a physically, emotionally and spiritually safe environment and experience.
- **Mature, well-trained staff that care**. Our staff will serve as good role models that care for each camper under their care.
- **Opportunity to learn a new skill**. We provide multiple opportunities to learn a new skill, leading to enhanced self-image & increased self-respect.
- **New (better) friends**. We will provide a relationship-rich environment that enhances connections and provides opportunities for life-long relationships to be developed.
- **FUN**. We believe that fun is the operating environment that enhances all development. Even learning can be fun and engaging.
- **Spiritual Transformation**. We passionately expect that every camper will be spiritually transformed by their encounter with God. We will provide each participant an opportunity to respond to God's unique call.

General Policies

Alcohol/Drug Policy:
No alcohol or illegal drugs are to be on the campgrounds at any time, nor are they to be consumed by anyone who is participating in off-camp activities sponsored by the camp, or who must leave camp for personal reasons. Offenders will be asked to leave, and the parents or legal guardian and the Pastor of the offender will be notified.

Baptisms at Camp:
Baptisms are a sacrament to be celebrated in the local church, officiated by the local pastor, and are usually not appropriate in the camp setting. If a youth that has not been baptized shows interest, a leader or dean should IMMEDIATELY contact the pastor of the local church that has sponsored that youth. (Immediate contact of a youth's pastor for any significant faith-decision is also recommended--please do not wait until camp is over). Then, the youth, her/his parents or guardians, and his/her pastor will determine when the baptism will happen in the local church. None of these decisions should be the concern of the leader or dean; rather, camp leaders should be the bridge to the local church celebration.

Budget:
Each week of camp is allocated a certain amount of money to be used for expenses of the event. Primarily this amount is set according to the number of campers expected for the current year based on the attendance at that particular camp the previous year. Information about the amount of your budget will be provided by the Conference/District staff. The following items must be covered by these funds are:

- Administrative costs such as camp costs for leaders, the campsite, or the Conference/District), copying (curriculum, leader information, and resources, supplies for worship, small group or other camp activities, etc.), postage (for communications with your staff and the Conference/District), travel for leaders to training and deans to meetings, etc.
- Leadership training costs for your pre-camp
- Camp supplies for small groups, worship, recreation, crafts, etc.
- Use the excel spreadsheet ("Camp Budget") to project your income and expenses.
- Deans of conference events are expected to prepare a financial and attendance statement for camp expenses at the conclusion of camp. A form is provided and should be returned to the Conference Office along with receipts and vouchers.

Camper Chores:
After each meal, campers will be asked to help care for their dining space by assisting with clearing and wiping down tables and picking up trash from the floor. The work can be accomplished through small groups designating a person or two for this responsibility each mealtime. It can be simplified if small groups eat together and clean up after themselves.

Cell Phones:
If the event leader determines that cell phones are a detriment to the event, it is recommended that the event leader collect all cell phones during registration and they be kept secure in the Dean or Nurse cabin. Specific times will be arranged for campers to check for messages.

Child Abuse Reporting:
Oklahoma law requires anyone who has reason to believe a child under 18 has been abused to report suspected abuse to the Oklahoma Department of Human Services hotline, 1-800-522-3511. See the Child Abuse Prevention section of this manual for more details.

Clothing:
Modest clothing at all times is expected. Swimwear for both male and female campers should reflect modesty. Swimsuits for females must be a one-piece or tankini style. Closed-toe and heel shoes are required at all times

Damages:
The camp leader is responsible for making a satisfactory settlement with the site Director when there is careless or deliberate marring or destruction of property. Charges for damages will be the amount required to repair or restore whatever is damaged, inclusive of labor.

Emergency Procedures:
It is important that camp leaders know emergency procedures. Check with the Site Director before camp begins to become familiar with these procedures.

Finding leaders:
Places to look for competent camp leaders:

- Lists of leaders from previous years
- Local churches that have sent campers in the past -- lay people and professional staff persons
- Suggestions from people you talk to even if they cannot serve
- Your local church and district contacts
- Everywhere you go, talk about camp and invite people to consider volunteering as you see their gifts

Firearms Policy:
No firearms or knives (including air guns, BB guns, and pellet guns) are to be brought on site by campers, leaders or visitors unless they are intrinsic to the program ministry of the camp. In this case, the Site Director must be informed, and the items must be locked away from campers. Offenders may be asked to leave camp immediately and must meet certain criteria before returning for future camps. Such information should be adequately communicated before camp.

Fireworks:
The danger of fire precludes all fireworks. Always check with the Site Director before starting a fire in a campfire circle.

First Aid:
At the beginning of camp, check with the Site Director concerning the location of the first aid supplies room, facilities, etc. Make sure you have 24-hour access to proper care for your youth and staff. Make certain you keep very detailed records of first aid given. Check with the Site Director for a First Aid logbook or another form of standardized camp record keeping. Please record any and all types of medical care given and to whom, no matter how trivial. We strongly recommend the use of RNs, LPNs, EMTs, and PAs for medical assistance during camp. Make sure all leaders and campers know where to find the First Aid room and any designated helpers. The camp nurse is to keep and distribute all medications and treat all injuries. Report injuries to the nurse immediately. All injuries, sicknesses, and health problems must be recorded in the camp health log. Recording incidents are essential if the camper or leader would have subsequent problems that could be covered under our insurance policy. For additional information consult Healthcare Policies and Procedures.

Geographic Boundaries:
Leaders must know and enforce the geographic boundaries of the camp with campers. Hikes and other activities that travel beyond the boundaries of camp must be approved in advance by the dean and the Site Director. Appropriate adult/camper ratios must be maintained.

Graffiti:
Graffiti is not acceptable on camp property. The camp staff checks for graffiti after each camp. Your group will be charged for supplies and labor to cover any new graffiti during your stay at camp.

HIV-Positive Persons and Persons Living with Aids:
These are real issues involving real people, and must be responded to with Christian acceptance and compassion. In the context of administering first aid to anyone, follow these precautions:

- Wear vinyl (surgical) gloves, when giving first aid to situations involving any bodily fluids.
- Disinfect all instruments, and the area, with one part Clorox to nine-parts water.

Leaving the Campground:
The Site Director must be informed when anyone leaves the campground. No camper or camp leader can leave the camp without the knowledge and permission of the Camp Dean.

Meal Times & Snacks:

- Meal times are 8 am, 12 noon, and 5:30 pm. Site Directors are willing to work with you if changes are needed with these times.
- Bonfire and cook-out meals, menus and times must be arranged with the Site Director several weeks before camp.
- Snacks for campers can be arranged several weeks in advance with the Site Director, or brought in by the leadership team. Snacks for leaders are the responsibility of the dean. Do not keep food in the cabins. This is to discourage critters and insects, and to encourage campers to eat nutritious meals in community.

Pets:
Guests are not allowed to bring pets onto the camp property.

Physician Visit or Hospitalization:
Obtain insurance forms from the Director and have the forms with you when taking someone for professional medical care. Please fill out all forms necessary at the time of the problem, and make sure they are submitted to the Site Director before the end of camp.
There are designated treatment facilities for each camp location. Ask your Site Director for this information. Transportation of a camper or staff to the doctor or hospital is the responsibility of the Deans or their designee, not the Site Director or the permanent Camp staff.
Our insurance is a primary carrier and is limited to $5,000.00 per accident. No pre-existing illness/condition is covered (i.e., asthma, diabetes, etc.) It is reserved for emergency medical care in the event of accidents or acute sickness during camp. The limit for a sickness acquired after arrival at the camp is $1,000.00. There is no coverage for dental plates, hearing aids, or eyeglasses/contact lenses. None of this should prevent you from acquiring emergency medical care for your youth or leaders.

Property Search Procedure:
Following is the procedure if a search is deemed warranted:
When a camper or leader is missing personal property, and a thorough search has been conducted by the individual and others, and there is a belief that it has been taken by another individual in the cabin or camp, a search of personal property of campers within the cabin is not unreasonable. Please proceed with the following steps:

1. Give the campers the opportunity to return the property with no ramifications.
2. The search must be announced to everyone in the cabin.
3. Every person's property in the cabin must be searched, including the cabin leaders and the person missing the property.
4. The cabin leaders for that cabin do NOT conduct the search. The search should be conducted by the following persons and of the same gender as the cabin campers:
5. Camp Dean or representative
6. Site staff representative
7. Another person from the leadership team or a cabin leader from another cabin
8. Everyone from the cabin must wait outside.
9. Call the campers/cabin leaders in individually to be present when the search is done through their property.

If a camper refuses to allow the search of their property, the dean would then contact the parents of the camper to ask for permission to search their child's personal property (assuming camper is under 18). If the parents refuse, you cannot search the property, but you may choose to send the camper home without a refund. If those over 18 refuse the search, you cannot search their property.

Quiet Time:
Respect the rights and privacy of others. No music between 11:00 p.m. and 7:00 a.m.

Racism:
See paragraph 162a of *The Book of Discipline*. We do not discriminate or tolerate behavior that discriminates on the grounds of race, creed, gender, sexual orientation, age, etc. Please combat racism through intentional and creative ministry during your Camp.

Refund
The Conference Office will send refunds for cancellations. Cancellations received prior to 7 days before camp begins, a refund will be given less a $25.00 processing fee. If less than 7 days notice is given, no refund will be made unless for health reasons, whereby a full refund is available after a written request is received. Refunds are given in the same form and to the same person that paid the original camp fee. Fees paid may be transferred to another camper.

Risk Prevention:
Identifying areas/times of camper risk will go far in preventing injury. Common causes of injury:

- Falling off of top bunk. Campers may sleep in top bunks only if they have side rails. Elementary campers are encouraged to use lower bunks.
- Cement slabs.
- Competitive sports and games.
- Bee/wasp stings.
- Climbing on hills, rocks, and cliffs.
- Not wearing shoes or wearing open-toed, open-heeled shoes.
- Recreational activities during hot weather.
- "Trust"-related activities (falls, trust walks, low ropes, etc.).
- Late-night activities with poor lighting.
- Lack of adult supervision.
- Lack of proper food, hydration, and sleep.

The solution: pre-planning, adaptability, consistent adult supervision, common sense and:

1. Screen your camp leaders
2. Instruct and train your camp leaders.
3. Ensure that leaders and campers remain part of the group experience. Do not engage in private one-on-one counseling. Do not spend discretionary time in isolated environments. Two adults must be in each cabin or sleeping area.

Schedules:
Give your schedule to the Site Director two-weeks before the event. Let the Site Director know your special needs for any situations, especially involving the canteen, lake, challenge course, mealtime changes and swimming pool. Please stick to your schedule--it will help others who are working with you.

Deans have flexibility in setting the schedule for activities around traditional meal times. Schedules for swimming (or other water activities), canteen, and special activities must be worked out in advance with the Site Director.

When an elementary and sixth-grade camp, Jr. & Sr. High camps and other combinations of groups run simultaneously at the same site, cooperation in establishing schedules and use of space is critical. Agreements should be very specific and clear and worked out well in advance of camp.

Special Concerns:
- No rappelling or rock climbing is allowed under any circumstances (Canyon).
- Check with Site Director about policies concerning the Challenge "ropes" Course, and NEVER let youth on the course without trained personnel in supervision (all sites).
- No one is allowed on the lake side of the fence at the lighted cross (Cross Point).

Stewardship:
Camp stewardship and health considerations are central to your District/Conference camp/event experience. Adhere to the following rules:
- The dining hall must be cleaned by the campers after each meal.
- Trash in all common areas must be picked up daily.
- Daily cabin clean up will be done.
- At the end of camp, a complete clean-up of the camp must take place.
- The campsite will be inspected by the dean and Site Director for cleanliness and damages before the campers are dismissed.

Additional environmental stewardship concerns include:
- Be good stewards of all camp life. Disturb the environment as little as possible
- Trees are growing things. Do not damage them.
- Protect against erosion by using only established hiking trails.
- Do not pick the flowers.
- Keep the camp clean day to day.

Clean all facilities your group used before heading for home. You may be asked to help pay for additional cleaning expenses. (This means picking up trash on the grounds, removing all trash and materials from meeting rooms and cabins, and generally making things neat.)

Supervision:
Small group leaders must know the whereabouts of the campers under their supervision AT ALL TIMES. Campers should know where to find their leader at all times. A "buddy system" of three people together should always be in use.

Supplies:
Stay within the budget for your camp. Clear "out of the ordinary" purchases with the Conference Office in advance. Be realistic in your estimate of camp attendance and purchase accordingly. To be reimbursed for your purchases, use the voucher - must include receipts.

Check the supplies for children's camps stored at Canyon, Egan and Cross Point before purchasing new supplies. Coordinate supply "claims" with other deans at the campsite. Reimbursements must be requested within 60 days following the event. This is an IRS requirement; there are no exceptions to this rule. Failure to comply with the deadline will result in no reimbursements given.

Swimming:
Swimming is to be done only with Site Director knowledge, and a lifeguard is on duty. Late night swims by camp leaders are to be prearranged with the Site Director.

- Make sure a lifeguard supervises your river-walks (Egan).
- Make sure a lifeguard supervises ALL lake and boating activities. These should be scheduled one week before camp begins (Cross Point).

Telephone Use:
No information about campers will be given over the phone without the approval of the Dean.

The telephones, including cell phones, are to be used during free time and for emergency use only. Campers must have permission from a designated leader before using the phone. Leaders should model this rule.

Tobacco Use:
The Conference Camps Board of Trustees advocates a policy of NO TOBACCO USE in the camps and strictly forbids tobacco use in the buildings. All tobacco use is prohibited at children's and youth events by Conference policy. This is to include vapor tobacco use.

Visitor Policy:
Camps are closed to visitors. Deans may allow parents, guardians, and pastors/church staff to visit at a specified time if arranged before the visit and with the permission of the Site Director. These visitors must check in at the campsite office and with the Camp Dean.

Leader Guidelines, Safety Standards, and Ratios

Oklahoma Conference of the United Methodist Church
Adopted May 1994; Revised May 1995, 1997, 1999*, 2010

*(*Policies accepted by the Conference are in non-shaded areas. Procedures developed and implemented by the Annual Conference Council are in shaded areas.)*

Definitions and Interpretations

Adults directly supervising or leading children and/or youth are here referred to as "leaders" or "supervisors."

- Persons in "direct supervision or leadership" are those who have direct contact and "responsibility, authority, and training to provide direct supervision" (ACA Guidelines) of children and/or youth at an event.
- Persons under the age of 18, or who (regardless of age) are identified or used as persons "in training," cannot be "leaders/supervisors," and cannot be included when determining leader/participant ratios.
- Staff employed at the campground or facility cannot be counted as leaders/supervisors unless they are fully involved in the ministry of the event.

"Event Leaders/Deans" provide overall administrative and ministerial supervision of the event.

- Event Leaders/Deans are responsible for ensuring that the Leader Guidelines and Safety Standards for Children and Youth Events (this document, abbreviated throughout as "Guidelines") are followed during the event.
- An Event Leader/Dean must be at least 25 years old.

"Camp," "campground" or "event site" does not exclusively apply to a United Methodist facility. These guidelines, therefore, are in effect for any district- or Conference-level children or youth activity.

Youth Event Leader Requirements and Rules of Conduct

All persons directly supervising or leading children and youth must submit to the Conference Ministry Center a completed Background Check Packet no later than 4 weeks before the event.

- Background Check files may be stored at and maintained by the Conference Ministry Center or a designated independent data management company.
- This application shall be reviewed by designated ACC Directors and/or support staff and submitted to certain background checks.
- References, background checks, and evaluations shall be held confidential.

A person will be allowed to work at a given event only with:

a) a satisfactorily completed Background Check file,
b) a clear criminal background report,
c) signed "Children and Youth Leader Covenant" on file,
d) approval of the event's Dean/Leader (s).

All Event Directors and Deans shall be trained quadrennially by designated Conference level personnel. It is recommended that specialized age group curriculum training (i.e. District camp, Children's camp, etc.) be held in conjunction with the Deans Training.

All leaders/supervisors shall complete a training program prior to the event. This shall be provided by the Event Leader/Dean(s) of the event.

Every person serving in an independent supervisory responsible role is to be 18 years of age or older and at least four years older than the oldest in the age group with which they are working.

Leader/supervisors shall provide a written evaluation of each dean following each event.

- Evaluations will be submitted to the Director of Camps & Retreat Ministries. A summary of the evaluations will be shared with the dean no later than four months after the close of the event and will be placed in the dean's Background Check File.

Deans shall provide a written evaluation for each leader/supervisor.

- Evaluations are to be maintained with the Background Check Files. They may be used in determining the "approved" or "not approved" status of any leader and are to be kept confidential.

Supervisory Guidelines for Events

Supervision of *"*Group Leader Assistants*"* (also known as Leaders-in-Training or LITs):

- An 18 year old registered as a "camper" does NOT need a background check (even if other campers are under the age of 18).
- No Group Leader Assistant, even those 18 years old and older, are to be identified or counted as leaders or supervisors for purposes of meeting ratio requirements.
- Adults age 18 through 21, if less than 4 years older than the age group with which they are working, must serve as a Group Leader Assistant (or comparable title), and must serve with one adult age 22 or over.
- Group Leader Assistants serving at the junior high/middle school level are to be at least 18 years old.
- Group Leader Assistants ages 16 or 17 must serve with one adult age 22 or over, and may assist only with sixth grade or elementary events.

- Group Leader Assistants ages 14 or 15 must serve with two adults age 22 or over, and may assist only with elementary events through grade five.
- Youth and children under the age of 14 shall not serve as Group Leader Assistants.
- Youth peer ministry events (such as CYME) that use same- or near-age youth design and assistance must identify those youth as participants, not as Group Leader Assistants. Adult leaders must be present in these groups according to the appropriate ratios, and must provide direct supervision of all youth-led activities.
- Two adults must be in each cabin or sleeping area.
- Children and youth must always have 24-hour supervision.
- Leaders will not participate in hazing.
- Leaders will not put themselves in compromising positions. Married couples shall not be small group leaders of the same small group. Exceptions may be granted by the Director of Camps and Director of the appropriate age level for specific events and there must be a third, unrelated adult in the group.

The following hours for sleeping shall be programmed for any overnight event:

- Children entering or in grades 1 to 5 (or 6) 9 hours per night
- Youth entering or in grades 6 to 8 (or 9) 8 hours per night
- Youth entering or in grades 9 to 12 7 hours per night
- Adults 7 hours per night

Scheduled quiet times should be observed by all persons.

Leaders shall be provided opportunities for breaks from their direct supervisory roles.

- For events 48 hours or less, leaders shall have one hour per day free
- For longer events leaders shall have two hours per day free
- Leaders shall not leave the camp ground or event site without the expressed permission of the Dean(s) of the event.
- Leaders shall also notify the Dean(s) of his/her location in camp during free time, in the event of an emergency.

Requests for exceptions to these Guidelines shall be submitted in writing and in advance of the event to the Director of Camp and Retreat Ministries

Leader/Participant Ratios

This minimum leader to children and youth ratios must be reflected in both the "small group" experience as well as in the overall event. Adjustments for broader age ranges may be made within these guidelines.

- Entering or in grades 1 to 2 — 1 leader to 4 children
- Entering or in grades 3 to 5 (or 6) — 1 leader to 5 children
- Entering or in grades 6 to 8 (or 9) — 1 leader to 8 youth
- Entering or in grades 9 to 12 — 1 leader to 10 youth

Requests for changes need to be accompanied by a clear and written rationale that has been pre-approved by the Director of Camps & Retreat Ministries.

For children or youth with special physical, medical or behavioral needs, the following ratios should be used (leaders must be 18 or older):

- Needing constant and individual assistance or supervision--1 leader to 1 child/youth
- Needing close, but not constant, assistance or supervision--1 leader to 2 children/youth
- Needing occasional assistance--1 leader to 4 children/youth
- Needing minimal assistance--1 leader to 5 children/youth

For conference-wide weekend youth events, local churches shall provide 1 adult leader for every 5 (or portion thereof) youth attending. Local churches must insure this ratio through registration and attendance, along with proper background checks.
Age-level groupings in small groups are strongly recommended at each event.

Responsibilities for Incident Management

All incidents must be reported to the appropriate conference director and the Director of Connectional Ministries verbally and in writing. In the event of an incident, the Site Director will be the person in charge.

Event Leader and Dean Responsibility:

- Tend to persons and send word to related staff.
- Together with Site Director determine the type of help needed.
- Continue to care for persons and let Site Director seek help.
- Discover who the witnesses are and tell them you want to interview them later.
- Ask other leaders to take charge of other campers in the program.
- Dean and/or Site Director get details of incident together, have a compatible story, and if the incident was severe, inform the Conference Director of Communication (405-530-2077) as the Conference Media spokesperson. Also inform the Conference Director of Camp & Retreat Ministries at the Conference office 405-530-2016 and the Director of Connectional Ministries (405-530-2020). Additional phone numbers are listed on page 24 of this manual.
- Fill out the "Incident Report" and send copies to the appropriate persons listed on the form. See the "Forms" section for a copy of this.
- Inform participants of details and what is being done in the presence of the Site Director.
- Instruct participants and staff to not make statements or calls to anyone. The Conference Director of Communications is our official Conference spokes-person.
- The Event Director/Dean shall assume the responsibility for contacting the participant's family in person or through the participant's pastor to give details and arrange a time to answer questions by phone.
- The Event Director/Dean and Site Director will work together with the Conference Director of Communications, Conference Director of Camp & Retreat Ministries and the Director of Connectional Ministries in preparing a news release for dealing with the media. If a news conference is held be sure to hold media people away from the place of incident/ participants/leaders so as not to interrupt the on-going program.
- Tend to the emotional needs of all injured persons, participants, leaders, family, etc. and see that all are being ministered to.

Child Abuse

Reporting Suspected Child Abuse

- According to Oklahoma law, every person who has reason to believe that a child under the age of 18 has been abused is mandated to report the suspected abuse. Volunteer leaders and workers are no exception.
- At any Conference or district event, if a worker/leader suspects the abuse of a child/youth, whether it may have occurred at the event or prior to the event, that worker/leader should discuss his/her suspicions with the head of the event and together ascertain the details needed to make an accurate report. Information should include the following:
    - Name, age and gender of the child/youth and other family members
    - Address, phone number and/or directions to the child's home
    - Parents' places of employment
    - Description of the suspected abuse
    - Current condition of the child/youth
- Acquire a reporting form from the dean/head of the event, the Site Director, or the Conference Ministry Center. The person making the report should keep a copy of the report and consider it confidential information.
- The leader/supervisor should then contact the Oklahoma Department of Human Services Abuse Hotline in the presence of the head of the event. That number is:

1-800-522-3511

- The Site Director and the Director of Camps and Retreat Ministries should be promptly informed when is report is made. DHS is the only one to receive a *detailed* report. Contact of the child/youth's parents and/or pastor should be discerned on a case-by-case basis.

Making a Determination of Child Abuse

- Whether a child gives indication of abuse through behaviors, physical condition or verbal communication, the leader/supervisor should be sensitive to the conflict and trauma the child has experienced.
    - Do not panic or overreact to what the child/youth discloses
    - Do not criticize the child/youth or claim that the child/youth misunderstood what happened.
    - Do not promise not to tell anyone, but respect the child/youth's privacy. Assure the child/youth that you will keep the disclosure in limited confidentiality discussing it only with adults in charge who need to be involved in the reporting process. Follow through on this assurance for the protection of the child/youth's dignity.
    - Avoid interviewing the child/youth repeatedly but encourage him/her to be willing to share with other adults who will act to provide help.
    - The event head and the worker/leader should refer to materials on indications of psychological maltreatment, neglect, physical and sexual abuse to guide their discernment of possible abuse if there are questions.

Suspected Abuse Involving Event Staff

- Any suspicions of abuse by event leaders/supervisors should immediately be brought to the attention of the head of the event. When suspicions are determined to be well founded and report information as described above has been collected, the Oklahoma Department of Human Services Child Abuse Hotline should be called.
- When such a report is made, the Director of Camps and Retreat Ministries should be promptly informed of the report but not the details of the incident. If the suspected abuser is a minor, his/her parents/custodians/guardians should also be informed. The need for confidentiality is always to be a high priority.
- The suspected abuser shall immediately be removed from situations where direct, private contact with the children/youth could occur. Appropriate measures should be taken by the leadership of the event to preserve a sense of security and normality. This could mean that the suspected abuser is requested to leave.

Other Considerations

You are not the investigator- you are simply mandated to report suspected instances that you become aware of. Inappropriate sexual advances should not be confused with physical contacts that are appropriate expressions of affection and concern. All workers/leaders should take the following precautions to prevent confusing situations:

- Have other staff members present anytime children/youth are dressing, undressing, bathing, etc.
- Respect the child/youth's privacy and do not become more intrusive or curious than necessary monitoring health or welfare.
- Respect the child/youth's wishes in terms of limiting means of the expression of affection and concern.
- Protect your own privacy and do not discuss personally sensitive or intimate matters with children or youth.
- Do not pursue personal, private relationships with children/youth following an event.

These guidelines were developed from For Kid's Sake: A Child Abuse Prevention and Reporting Kit, Oklahoma State Department of Health, and For Camp Counselors: Guidelines on Child Sexual Abuse and Exploitation, National Center for Missing and Exploited Children.

Social Networking and Blogging Policy

The Oklahoma Conference of the United Methodist Church views social networking sites (e.g. Facebook, Twitter, Instagram, Snapchat, etc.), personal websites and weblogs positively and respects the right of campers and adult volunteer leaders to use them as a medium of self-expression. If a person chooses to identify himself or herself as a camper or volunteer leader at any of our camps on such internet venues, some readers of such websites or blogs may view the camper or adult volunteer as a representative or spokesperson of the Conference or event. In light of this possibility, our conference requires, as a condition of participation in the camp, that campers and adult volunteers observe the following guidelines when referring to the event, its programs or activities, its campers, and/or employees and volunteers, in a blog or on a website.

1. Participants and volunteer leaders must be respectful in all communications and blogs related to our referencing the event, its employees, other volunteers, and other participants.

2. Participants and volunteer leaders must not use obscenities, profanity, or vulgar language.

3. Participants and volunteer leaders must not use blogs or personal websites to demean the Conference or event, its employees, other volunteers, or other participants of the event.

4. Participants and volunteer leaders must not use blogs or personal websites to harass, bully, or intimidate participants, volunteers, or employees of the event. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.

5. Participants and volunteer leaders must not use blogs or personal websites to discuss engaging in conduct that is prohibited by conference policies, including, but not limited to, the use of alcohol and illegal drugs, sexual behavior, sexual harassment, and bullying.

6. Participants and volunteer leaders must not post pictures of other participants, volunteer leaders, or employees on a website without obtaining written permission.

7. The use of the United Methodist copyrighted Cross & Flame, name and/or conference logos is not allowed without written permission from the Oklahoma Annual Conference Council Camps & Retreat Ministries Director or the Safe Sanctuaries Administrator.

Any participant or adult leader found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including dismissal.

(This policy was adapted by Rev. Diana Northcutt and Rev. Randy McGuire from the policy developed by Anne Horton for Camp Sumatanga.)

Camp Registration Software and Technology Policy

The registration program (Camp Brain), data and reports for Oklahoma Camps and Retreats Ministry, along with other technology including but not limited to wi-fi, computers and other forms of technology, is provided to Deans and authorized adults for ministry and business purposes.

It is expected that Deans:

- Safeguard their usernames and passwords and not provide those credentials to other persons
- Only utilize technology and access for their camp-specific purposes
- Access and/or view only your camp-specific information
- Observe and maintain all HIPPA-related guidelines and laws related to confidentiality of health-related information, which includes only appropriate access of records
- Maintain strict confidentiality concerning information, systems and processes related to campers, staff and site(s)

Public Displays of Affection

Background
Oklahoma United Methodist Camps acknowledges the diversity of theological and community perspectives regarding human sexuality and what may or may not be considered appropriate by individual churches who choose to send their youth and children to our camps.

We have youth and children for up to 6 days at our camps, and as few as 24 hours. In that short amount of time it would be impossible and impractical for us to attempt to adequately address the nuances and circumstances of each individual student. Additionally, it is our position that addressing issues of sexuality and practice is best addressed at the local church and family level.

Lastly we acknowledge and affirm the direction given to us from our Bishop and Cabinet: The Book of Discipline has not changed, it is in effect, and serves as our ultimate guide and authority in all matters of theology and practice within our camps.

Context
We recognize that during worship it is often appropriate and natural for campers to join hands in, link arms, sway with each other or give each other affirming or comforting hugs. Younger campers especially join hands when they walk, such as two first-grade girls simply walking down the trail enjoying nature. This policy recognizes those contextual encounters and in no way discourages them.

Context is important, and Deans and Adult Leaders need to exercise a certain amount of discretion and good judgment in these instances regarding what is considered appropriate.

POLICY REGARDING PUBLIC DISPLAYS OF AFFECTION

1. In general, we expect adults and campers to refrain from public displays of affection during their time of participation in our youth camps. This includes anything beyond handholding.

2. Other behaviors that are <u>not</u> OK: intense hugs, kissing, physical "petting," lap-sitting, constant "hanging" on each other, sexualized banter/discussions, etc.

3. Simple, straightforward (side-by-side) contact is fine, as well as other behavior as outlined in BACKGROUND

4. In general, it will be important for the adult leaders to make sure "couples" do not separate themselves from the group. The 3-person minimum rule during free time should be consistently enforced. Couples who do not respect this rule may be sent home. Deans should counsel couples to enable them to make appropriate adjustments prior to being sent home.

Camper Covenant of Conduct

In all camps, meetings, or events sponsored by/through/at Oklahoma United Methodist Camps, I am a representative of my church and community, and I am responsible for my actions.

I agree to:

- Act as a good steward. Campers and guests are stewards of the camp property and land. The areas used for the camp, meeting, or retreat shall be left clean, free of graffiti, and in good condition. Trees and flowers are growing things and should not be damaged or disturbed.
- Be an affirming presence. OKUM Camps seeks to create a supportive, affirming Christian community. We do not tolerate bullying or behavior that discriminates on the grounds of race, creed, gender, sexual orientation, age, etc.
- Participate in all group and scheduled activities.
- Respect all sleeping quarters- boys only in boys' cabins, girls only in girls' cabins, and no sharing bunks.
- Follow all camp and site rules

I also acknowledge the following guidelines:

- The use or possession of alcoholic beverages, illegal drugs, tobacco or vape products is prohibited.
- Pets, lighters, matches, fireworks, electronic game systems, pagers, roller blades, skateboards, magazines, or sexually explicit literature or items of any kind are not allowed.
- Weapons including but not limited to firearms, knives, air, BB or pellet guns, are not allowed, although certain of these items may be used as part of a supervised program element.
- Swimwear shall be one-piece (or tankini style for females), and closed-toe and -heel footwear is required.
- **Discipline**. Corrective action used is expected to be constructive and reflect our value that all persons are deserving of respect and love. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.
- **Inappropriate use of smart phones, cameras, imaging, or digital devices prohibited**. Although most campers and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.
- **No one-on-one contact outside of camp between adult leaders and campers**. Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with campers. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

Signature	Name	Date

Adult Leader Covenant of Conduct

In all camps, meetings, or events sponsored by/through/at Oklahoma United Methodist Camps, I am a representative of my church and community, and I am responsible for my actions.

I agree to:

- Respect each child, youth and adult, acting in an appropriate and Christian manner with each person I come into contact;
- Attend training events and prepare myself in advance for the event(s) where I will work;
- Support the United Methodist Church, its Doctrine and Social Creed
- Comply with all policies and practices as outlined in OKUM Camps' Safe Sanctuaries Training and, camp- and site-specific policies.
- Act and speak only in ways that build up participants, and will refrain from verbal abuse, put–downs, inappropriate jokes, sarcasm, and racial slurs.
- Act as a good a steward. Campers and guests are stewards of the camp property and land. The areas used for the camp, meeting, or retreat shall be left clean, free of graffiti, and in good condition. Trees and flowers are growing things and should not be damaged or disturbed.

I also understand and agree to the following guidelines:

- The use or possession of alcoholic beverages, illegal drugs, tobacco or vape products is prohibited.
- Pets, lighters, matches, fireworks, electronic game systems, pagers, roller blades, skateboards, magazines, or sexually explicit literature or items of any kind are not allowed.
- Weapons including but not limited to firearms, knives, air, BB or pellet guns, are not allowed, although certain of these items may be used as part of a supervised program element.
- Swimwear shall be one-piece (or tankini style for females), and closed-toe and -heel footwear is required.
- Sleeping quarters are to be respected- boys only in boys' cabins, girls only in girls' cabins, and no sharing bunks.
- OKUM Camps seeks to create a supportive, affirming Christian community. We do not tolerate bullying or behavior that discriminates on the grounds of race, creed, gender, sexual orientation, age, etc.
- All individuals are expected to participate in group activities.
- All site- or trip-specific rules will be followed
- **Discipline**. Corrective action used is expected to be constructive and reflect our value that all persons are deserving of respect and love. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.
- **Inappropriate use of smart phones, cameras, imaging, or digital devices prohibited**. Although most campers and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.
- **No one-on-one contact outside of camp between adult leaders and campers**. Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with campers. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

Signature	Name	Date

Position Descriptions

Event Leader

- Recruit, train, and support leadership team and small group leaders. Specifically recruited leadership may be needed in the areas of worship, music, crafts, and recreation. Neither the Event Leader nor any small group leader should be spread too thin. A person to serve specifically as camp nurse is required.
- Oversee the organization of the event structure -- including the schedule, activities, facilities, and supplies. Plan well in advance and be sure your plans mesh well with needs of the Site Director and others sharing the facilities.
- Clearly delegate responsibilities to others in leadership positions. Be sure they know what is expected and when.
- Work collaboratively with other leaders and Site Directors to achieve the best possible experience for all participants.
- Communicate, communicate, and COMMUNICATE -- with your staff, with the Site Director and with the Conference Office.
- Assign small group leader pairs that complement each other. Make small group and housing assignments.
- See that all expected participants are accounted for when the event begins and that participants are picked up by properly designated persons when the event ends.

Small Group Leader

- Oversee a specific group of participants while at the event.
- With a co-leader and in collaboration with other leaders, guide a group through curriculum experiences in the small group setting, as well as reinforce curriculum experiences in other settings such as meals, worship, recreation, free time, cabin time, etc.
- Set an example of cooperative leadership and participation in all event activities and in following all event and facility rules and policies. Exhibit maturity, Christian values and ethics.
- Actively work to build community among leaders as well as among participants.
- Accept responsibilities as needed in leading or supporting total group activities such as worship, recreation, meals, etc.
- Put the safety and needs of participants first. Work out plans for taking care of personal time and needs in cooperation with co-leaders.
- Work to build healthy relationships with and among participants.
- *FOR CHILDREN'S EVENTS: Knowledge of whereabouts and close supervision of children is required 24 hours a day.

Worship Leader

- Plan, organize, and lead worship. Worship should reflect the theme of the event and be designed specifically for the age group involved.
- Actively involve participants in worship experiences -- Bible reading, leading songs or readings, presenting dramas, music, or presentations, providing items for the worship center, etc. This helps participants take ownership of the worship area and the worship experience making it more meaningful for them.
- Prepare through seating arrangements and décor a worshipful setting that facilitates the message you are trying to communicate. In consultation with the event leader determine how this can be established and what materials can be used. Try to have a worship area that is just for worship so as not to send mixed signals about what is to happen in this particular setting.
- Work with designated music person(s) to have music that lends itself to the mood of worship. Check with the Site Director to see what equipment is available for use in your worship setting.
- Throughout the event mingle with participants to establish meaningful relationships with them. This will help participants relate better to you as a worship leader.

Recreation Leader

- Organize, lead, and provide needed supplies for all total group or other recreation periods as designated in the schedule. Check with the Site Director about recreation supplies that may be provided at the facility.
- Develop recreation activities with an awareness of the developmental capabilities of the participants and safety issues.
- Recreation activities that are related to the theme of the event help reinforce teachings in other settings. Be aware of lesson themes and utilize them whenever possible.
- The point of recreation is fun -- not winning. Make recreation fun and take it easy on the competition. Remember that competition to some point may be fun, but it can easily get out of control.
- Encourage teamwork and mutual support toward success no matter what the level of ability. Strongly discourage teasing and put downs -- we are trying to build Christian community.

Background Checks and Trak-1

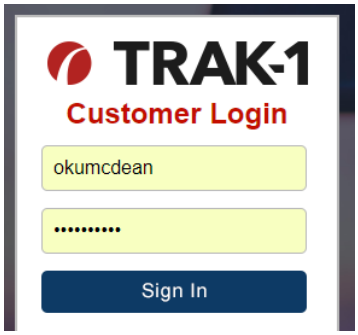
Link to Background Checks & Trak 1

To verify if a volunteer/worker requires a background screening:

- Check on TRAK-1 to verify if your volunteer need to have a background check completed or already has a current/approved background check.
- **Background checks are required every two years.**
- All ***"under appointment"*** clergy should already have a background check that was conducted by The Board of Ordained Ministry. Do not run a background check on ***"under appointment"*** clergy. Contact Connie Barnett @ (405) 530-2006 with questions or concerns with any ***"under appointment"*** clergy background screenings.

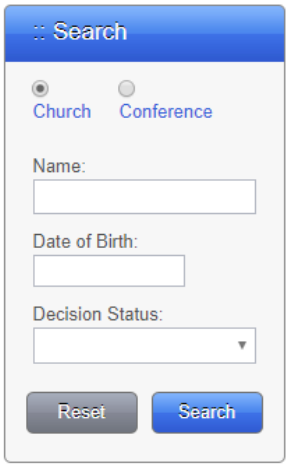
Steps to verify if your volunteer has had a current background check.

1. Log into https://login.trak-1.com/



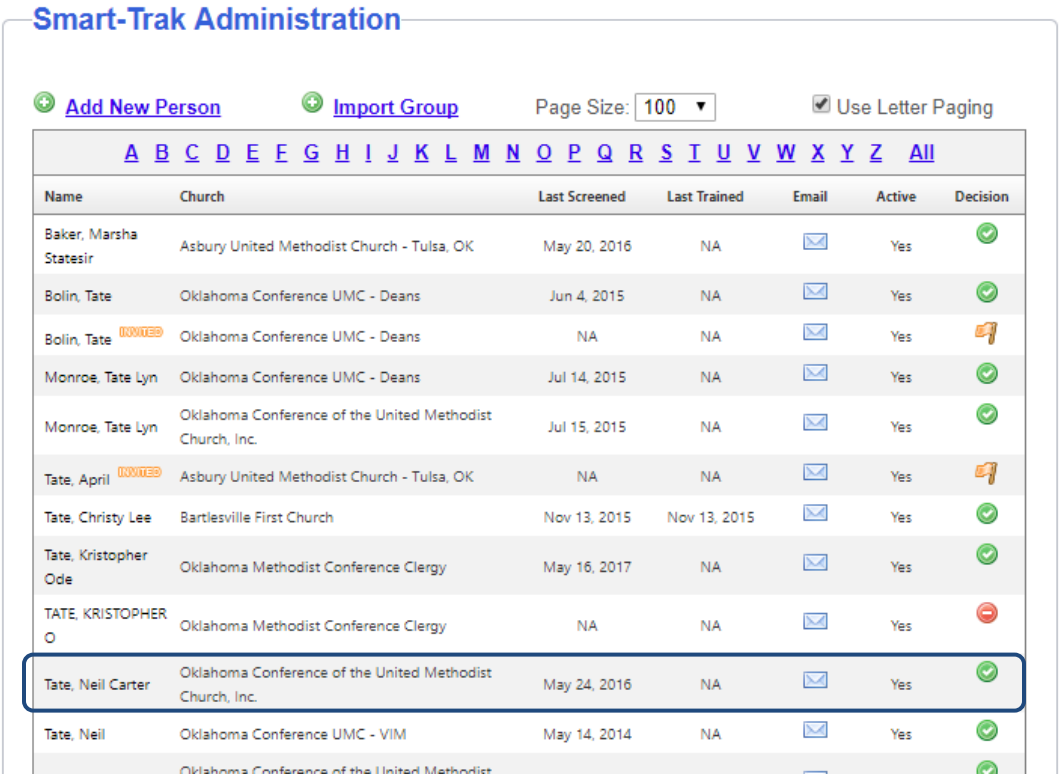
2. Enter username: **okumcdean** and user password: **okumc2017!**

3. Go to the **Search** field located on the lower left side.
Click on Conference.



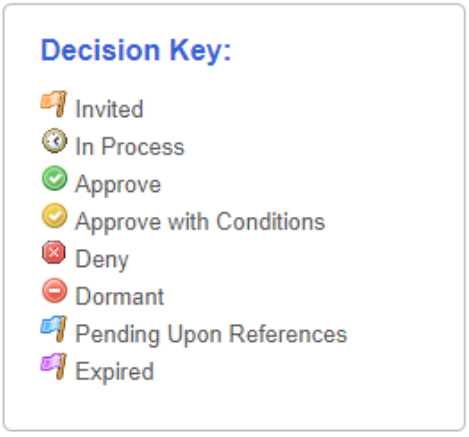
4. Enter your volunteer's **LAST NAME ONLY**, and click **Search**.

5. The system will return several names and you will need to scroll and find your volunteer's information. For example, you will see Neil Tate below.



6. There dates and decisions beside the person's name. In this example, Neil has a green circle with a check mark. He has an approved Background check on file AND it is within the aging guidelines.

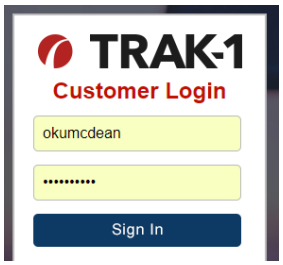
7. There are various stages with regard to the decision.



Steps to submit a Background Check for your volunteer

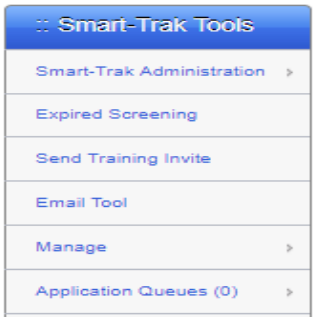
Be sure you have a current email address for your volunteer and the volunteer has internet access. TRAK-1's process includes communicating with the volunteer via email. Notify your volunteer that TRAK-1 will send an email and the volunteer must check their email for the TRAK-1 invitation to complete on line background check.

1. Log into https://login.trak-1.com/

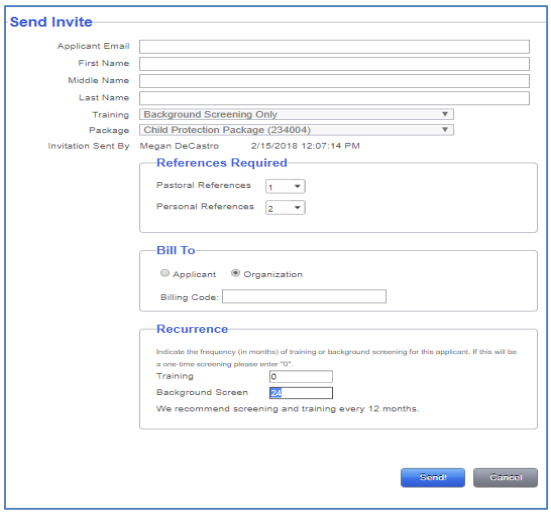


2. Enter username: **okumcdean** and user password: **okumc2017!**

3. In the **Smart-Trak Tools** click on **Send Training Invite.**



5. In **Training**, choose **Background Screening Only.**
6. For Volunteers under 18 years of age, choose
7. **References Only**
8. Choose the **Child Protection Package** or **Custom Training** for Volunteers under 18 years of age
9. In **References Required** click **1** for Pastoral and **2** for Personal
10. On **Bill To**, click Organization button
11. Do not complete the **Recurrence** field.
12. Click **Send**



If your volunteer do not have internet access to complete the screening information, you can have them fill out the 2016 Camps Background Screening Consent Form and fax it to the Conference Office (405) 530-2049 and the background check will be processed here.

If you run into any problems with Smart-Trak you may call the OK Conference for help at (405) 530-2199. You may also call Kim Pruitt at Trak-1 (918) 779-7000 ext. 3425.

Camp Brain- Cabinizer

The purpose of the Cabinizer is to organize people into different cabins, sections, and teams easily and efficiently. To do this, you want to create cabin sets which allow you to group cabins to different sessions.

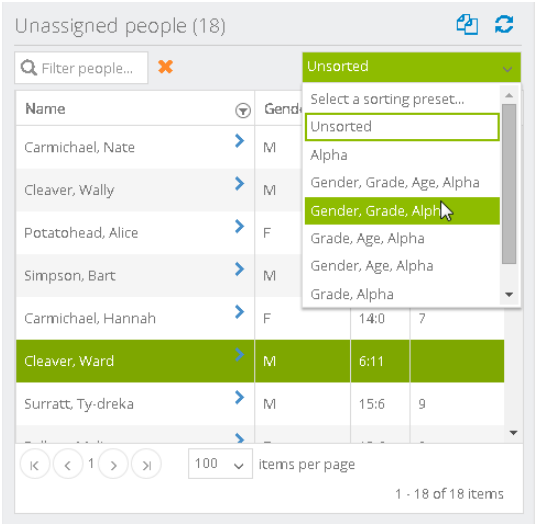
Click on the Cabinizer icon in the CampBrain toolbar and choose the Cabin Set you want to cabinize for. The Cabin Set is the camp you are deaning. Be sure to select the correct one!

The Cabinizer is made of three columns –

- Unassigned People
- Limbo
- Cabins

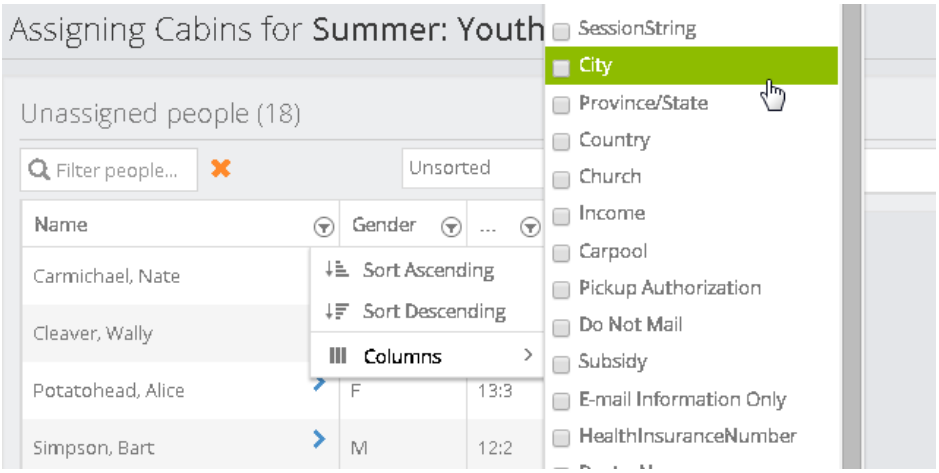
When you begin working cabinizing, all people will be under Unassigned People. You can click and drag campers into desired cabins or place them in limbo so you can assign them later. Please keep in mind that any changes with respect to unassigned cabins or assigned cabins, will keep however, anyone left in limbo when you move away from the cabinizer will go back to unassigned people.

You can select more than one person at a time by clicking on a person and holding down either Ctrl or Shift key and selecting additional people. You can then click and drag them all to one cabin. Additionally, you can click on the blue arrow next to a person's name and select the cabin they should go to.

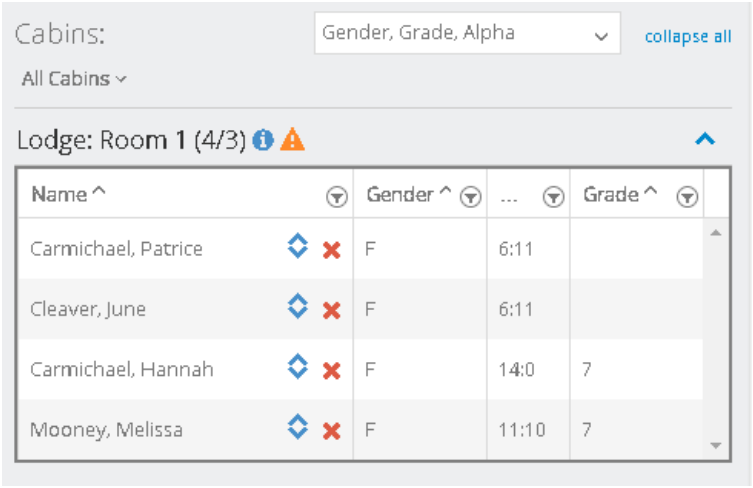


You can set a pre-existing order by clicking on the sort options on the top right hand side of the unassigned people column. Now your unassigned people will be place in an order of your choosing.

You can also determine which additional columns you would like to see information about people, by clicking on the T symbol next to each of the columns (i.e. Name, Gender, etc.) and select additional columns you would like to see about each individual person (i.e. Cabin mate Request).



Lastly, you can sort your assigned cabins based off of pre-existing sort options and you can also collapse individual columns so you no longer see who is assigned to that cabin. This is useful if a cabin is full. Also, please keep in mind that you can continue to assign people to cabins after that cabin has reached its capacity but you will be notified by an Orange exclamation point icon.



Dean's Timeline and Checklist of General Duties

JANUARY & FEBRUARY

- ☐ Begin recruiting adult leaders for camp.
- ☐ Make sure each volunteer begins the background screening process early.
- ☐ Attend dean training
- ☐ Develop a budget.

MARCH & APRIL

- ☐ Continue background screening.
- ☐ Ensure all adult leaders complete online Safe Sanctuary Training.

TWO MONTHS BEFORE

- ☐ Hold the pre-camp team meeting with all team members.
- ☐ Discuss with the Site Director any special needs of your camp.
- ☐ Check on the status of your staff background checks.

ONE WEEK BEFORE

- ☐ Notify Site Director of a close estimate of camp numbers and dietary restrictions.
- ☐ Secure all needed materials.
- ☐ Remind team members of their assignments and camp arrival time.
- ☐ Make cabin assignments
- ☐ Make sure all staff have a completed and approved background check on file.

ONE DAY BEFORE

- ☐ The Deans and Site Director will tour and inspect the campsite and facilities. Gather the team to reinforce the "team building" and prepare activities. Include the Site Director in as many pre-camp activities as possible by phone or e-mail.

DURING CAMP

- ☐ It shall be the responsibility of the De*a*n to see that all people are checked in promptly after arrival on the grounds so that agreement can be reached for fees. Everyone on site must be registered for the camp, including resource persons and non-camper children of leaders.

- ☐ At the first general gathering held for all campers and staff, the Site Director shall be given the opportunity to present instructions regarding fire hazards, use of grounds, and other camp policies and procedures that may be important for the safety and enjoyment of campers.

- ☐ Conduct Staff Spirit checks each day. (This is extremely important. Do not ignore this vital part of camp.)

- ☐ Be sure to have both campers and staff complete evaluation forms on the last day. See the "Evaluation" section in this book.

FOLLOWING CAMP

- ☐ The Deans and Site Director will tour and inspect campsite and facilities before the campers depart.

- ☐ Inform pastors of any commitments made on part of the youth (Such as an interest in Baptism or Christian Ministry).

- ☐ Begin recruiting for next year!

- ☐ If there are High School Seniors at your camp who are going on to college, send their name, address, e-mail address and phone number to the Campus Ministries Office.

- ☐ Prepare financial statement of camp expenses and turn in expense vouchers with receipts.

Link to electronic copy of the Dean Check list: Dean Check List

FORMS

Camp Budget Worksheet

Name of Camp:			
Camp Code:		**Instructions**	
Total # of Participants	100	*Enter #s into yellow fields & non-highlighted fields*	
Camper Registration Fee	$100	*Grey boxes are self-calculating*	
# of Nights	1		
	Budget	**Required Adult Ratios**	
INCOME		Gr 1-2 1:4	
Camper Registrations		Gr 3-5(6) 1:5	
Adult Leader Registrations		Gr 6-9 1:8	
LIT Registrations		Gr 9-12 1:10	
Activity Fees			
Offerings		***1. Input your number (#)***	
Total Income	-	***from above here:***	0
		2. Enter add'l adult	
EXPENSES		***leaders here:***	0
		Total Adult	
Site		**Leaders:**	0
Site Food & Lodging Charge-			
Campers & Adults	-		
Pre-Camp Orientation & Prep			
Total Site Charges	-	***Input your Site Charge***	
		from "Site Charges" tab	0
Administration			
Orientation & Prep Materials			
Postage			
Printing			
Promotion			
Office Supplies			
Name Tags			
Staff Training			
Food/Snacks			
Design Team (meetings, mileage)			
Telephone			
Other-			
Camp T-shirts ($6.50 per person)			
Total Administration Expenses	-		

Program (Suggested: $2.50/camper/day)		
Recreation/Activity Supplies		
Small Group Supplies		
Arts & Crafts	-	
Worship Supplies		
Specialized Activity Vendors, Costs		
Camp Site Program Charges		
Equipment/Facility Rental		
Misc		
Speaker, Band Honorariums		
Travel- Speakers		
Program Expense	-	
Total Camp Expense	-	
PROGRAM PROFIT/(LOSS)	0	GOOD

You can access the Camp Budget form at: Camp Budget

Expense Voucher

The Oklahoma Annual Conference of the United Methodist Church

Date _____ Computer Code No._____

_____

(Board, Commission, or Committee issuing voucher)

Please pay to:

Name_____

Address_____

(Street or Box No.) (City) (State) (Zip)

For Travel - _____ miles @ $_____ per mile $_____ Tolls $_____

Lodging - $_____ Meals $_____

Supplies - $_____ **TOTAL $_____**

Other Expenses - $_____ **Please attach original invoices**

Purpose of Travel and/or Expense

_____

_____

Requested By: _____ Approved By: _____

You can access the Expense form at: Expense Voucher

Medical and Liability Incident Report

Person reporting: _____ Date of incident: _____

Camp: _____ Camp Location: _____

Camp Dates: _____

Dean of the camp: _____

Dean's Phone number: _____

Dean's email: _____

COPIES TO:
-Director of Camps and Retreats
-District Supt. (District Events)
-Director of Connect. Min. (All Events)

Individuals Involved in the Incident:

Name: _____ Contact information: _____
Name: _____ Contact information: _____
Name: _____ Contact information: _____
Name: _____ Contact information: _____
Name: _____ Contact information: _____

Description of Incident (use additional pages if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Signature of Event Leader *Date*

_____ _____
Signature of Person Making Report *Date*

Link to [Medical and Liability Incident Report]

Rev 2/2017

Report Form for Instances of Suspected Abuse of a Minor
Oklahoma Conference of the United Methodist Church

Date _____ / _____ / _____ Location _____

Name of person reporting _____

Title/work responsibilities _____

Address _____

City _____ State _____ Zip _____

Telephone (work) _____ (home) _____

1. Name of child/youth _____

   Age _____ Birth date _____ / _____ / _____ Sex M F

   Home Address _____

   (or give directions to get to home)

   City _____ State _____ Zip _____

   Home phone _____ Emergency phone _____

   Mother's name _____ Work phone _____

   Mother's place of employment _____

   Father's name _____ Work phone _____

   Father's place of employment _____

   Other siblings in the home: Name _____ Age _____ Sex __

   Name _____ Age _____ Sex __

   Name _____ Age _____ Sex __

   Name _____ Age _____ Sex __

   Name _____ Age _____ Sex __

2. To what agency was the report made? _____

   When was the report made? Date _____ / _____ / _____ Time _____

   Name of person receiving report _____ Title _____

   Reported to _____ Event head _____ Site official _____ Conference staff

   _____ Others _____

3. Name of the alleged perpetrator _____

Address (if known) _____

Relation to minor (family member, baby sitter, neighbor, etc.) _____

4. The report was made as a result of:

a. _____ Observing physical and /or behavioral indications which led to the suspicion of abuse

b. _____ A statement made by the minor

If based on observation, describe behaviors that led to your suspicion. Use additional pages if necessary. Also, attach **Visual Supplement Report Form** if appropriate.

_____

_____

_____

_____

If based on the minor's statement, accurately and objectively write below what was said. If possible include information on who, when, where, and what happened. Use additional pages if necessary.

_____

_____

_____

_____

What were the circumstances surrounding the disclosure? When, where, and how did the individual tell you? Use additional pages if necessary.

_____

_____

_____

_____

5. Additional comments, concerns, or observations. Use additional pages if necessary.

Signature _____ Date _____ / _____ / _____

Visual Supplement Report Form for Instances of Suspected Abuse of a Minor

Oklahoma Conference of the United Methodist Church

*Attach to **Report Form for Instances of Suspected Abuse of a Minor**.*

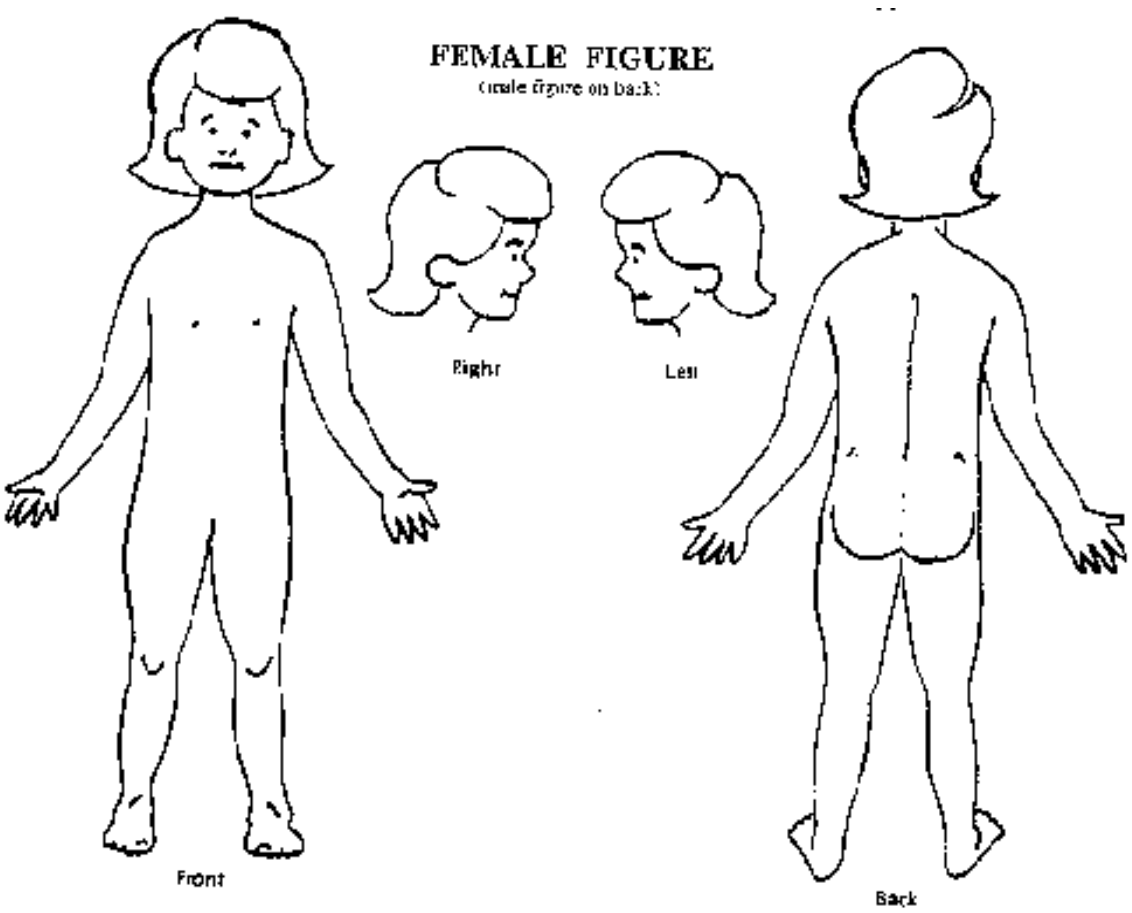
Date _____ / _____ / _____ Location_____

Name of person reporting_____

Name of child/youth _____

Indicate on the following diagram the areas in which physical injury is evident. Beside each injury or apparent burn, please note the color, size, pattern, texture and degree of pain.

Use an	"X"	to indicate the location of	a superficial injury
Use an	"O"	to indicate the location of	a deep injury
Use	shaded areas	to indicate areas of	apparent burn



Visual Supplement Report Form for Instances of Suspected Abuse of a Minor

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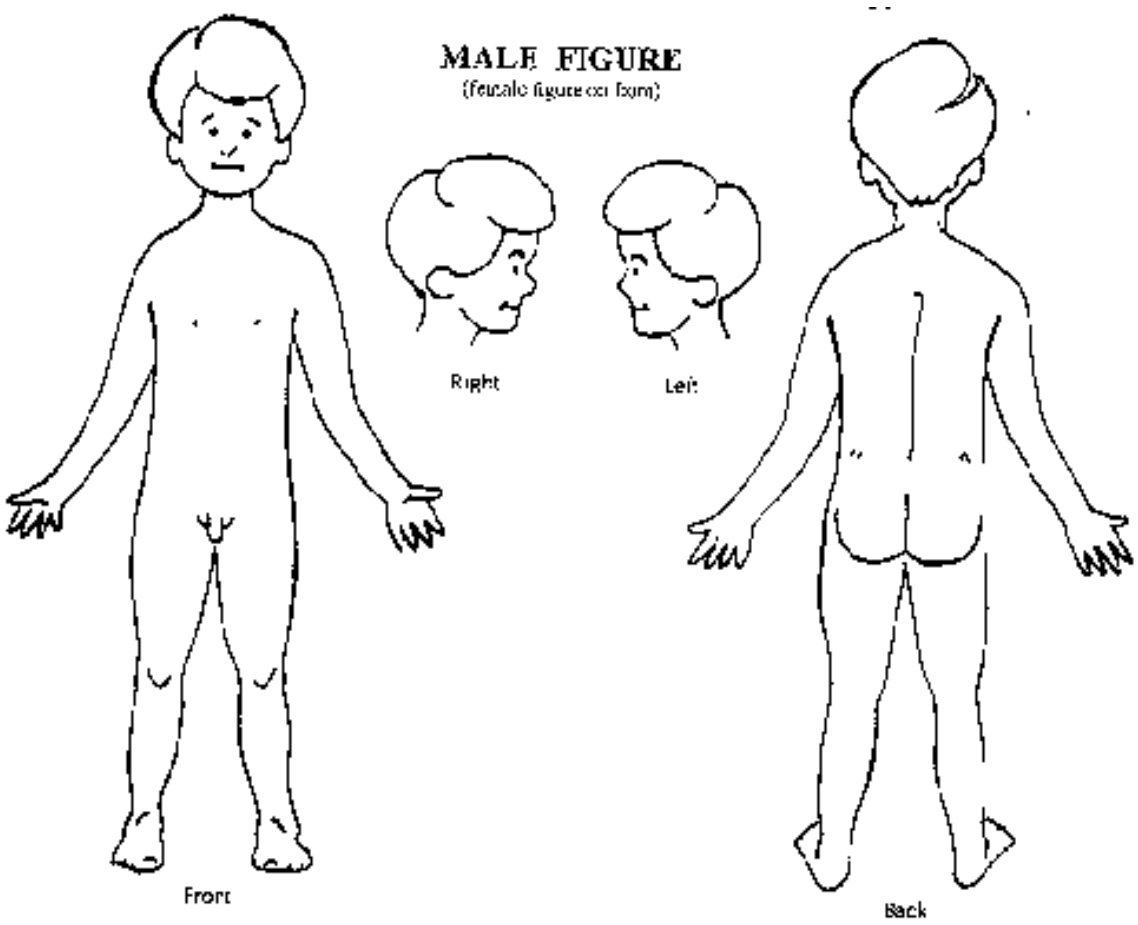

CONFIDENTIAL

Children/Youth Camp Leader Evaluation Form
Oklahoma Conference of the United Methodist Church

Leader's Name _____ Covenant/Application Complete? Yes No

Camp Age Level: Camp Site: Camp Dates:

Dean(s) Providing this Evaluation:

	Excellent	Above Average	Average	Below Average	Poor	Comment
Interactions with campers						
Interactions with other leaders						
Followed Safe Sanctuaries guidelines						
Followed camp rules/guidelines						
Carried out responsibilities						
Maintained a positive attitude						
Was able to be flexible						
Participated with adequate energy						

I/We would invite this person to participate as a leader in another camp. Yes No
In your opinion, is this person "dean quality"? Yes No
Comments:

Dean's Signature _____ Date _____

CONFIDENTIAL

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Camp Age Level: Camp Site: Camp Dates:

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Followed camp rules/guidelines						
Carried out responsibilities						
Maintained a positive attitude						
Was able to be flexible						
Participated with adequate energy						

I/We would invite this person to participate as a leader in another camp. Yes No
In your opinion, is this person "dean quality"? Yes No
Comments:

Dean's Signature _____ Date _____

Evaluation by Camp Leaders

This form is to be filled out by all leaders who participate in a program by OKUM Camps. Thank you for volunteering your time to invest in the next generation!

Please rate the following categories on a scale of 1-5, with 1 being unsatisfactory or not likely and 5 being exceeds expectations or very likely.

Your overall camp experience	1	2	3	4	5
The overall experience for the campers	1	2	3	4	5
How did you feel about the scheduling of the camp?	1	2	3	4	5
How well do you feel that the dean(s) handled the planning and execution of camp?	1	2	3	4	5
How likely are you to return to this specific camp program in the future?	1	2	3	4	5
How likely are you to return to this camp site?	1	2	3	4	5

If you have any other comments or concerns, please list them in the space below. If you would like to speak with OKUM Camps Office about something you experienced while at camp, please also write your name, phone number, and email address.