



## WINTER CAMP 2019

Camper Reunion: Friday, January 18<sup>th</sup> - Sunday, January 20<sup>th</sup>

We will be holding winter camp at YMCA Camp Pendalouan again this year. The facility will allow us to offer many outdoor activities like sledding, broomball and ice skating as well as indoor activities such as arts and crafts, and the dance.

Staff positions may be limited this year so that we may reserve as many beds as possible for campers. Please send in your application as soon as possible as we do expect to have a wait list again this year.

Because you have required paperwork already on file (three references and criminal background check) you only need to fill out the paperwork included with this letter:

- Application
- Staff code of conduct
- Health history form
- Staff liability and image release waiver

**Please send all completed forms to:**

**Special Days Camps PO Box 436, Dimondale, MI 48821 or email**

**Tammy.Willis@specialdays.org**

### PLEASE NOTE on the application:

- ❖ Preference will be given to applications received on or before December 31<sup>st</sup> and to applicants available to work the entire weekend (9:00 a.m. Friday - 1 p.m. Sunday). It is possible that we may have a staff "waiting list", be sure to mail your application in before the deadline.
- ❖ If your application is turned in after December 31<sup>st</sup> then it will be considered based on open positions that may still be available.

### STAFF REUNION

- ❖ We will be offering housing on Thursday, January 17<sup>th</sup> to those staff working the weekend. You **MUST** make a reservation to attend. Reservations may be made by contacting [Tammy.Willis@specialdays.org](mailto:Tammy.Willis@specialdays.org) or marking the box on the application.

We're looking forward to a great winter camp weekend with lots of fun programs and activities, hope to hear from you soon!

Tammy Willis, Executive / Camp Director

[tammy.willis@specialdays.org](mailto:tammy.willis@specialdays.org)

## SPECIAL DAYS Camps Winter Camp 2019 Staff Application

Print or type your name	Date of birth	Gender	Tee Shirt Size
Address you would like to have mail sent to:		City	State Zip (Area Code) Phone
E-mail address	Send camp info via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best time and number to call	Cell Phone (Area Code) Phone

- I am available to work from 9:00 a.m. Friday, 1/18/19 – 1:00 p.m. Sunday, 1/20/19
- I am available to work only the following dates and times:  
(please be aware first consideration is given to individuals who may work the entire weekend)
- I would like to arrive on Thursday, 1/17/19

***Position desired (check one) :***

- Village Director: (circle one) All Star (5-7 yrs)    Explorer (8-9 yrs)    Adventurer (10-11 yrs)    Voyager (12-13 yrs)    Trailblazer (14-15 yrs)    Outback (16-17 yrs)
- Coordinator: (circle one) Youth Camp    Teen Camp    Administrative    Tech Team
- Program Staff
- Cabin Leader (Must be 19 years or older OR have successfully completed the summer SIT program)  
Age preference:    5-7 yrs    8-9 yrs    10-11 yrs    12-13 yrs    14-15 yrs    16-17 yrs    none
- Arts & Crafts Director                       Arts & Crafts Staff                       Tech Team
- Medical Staff                                       Camp Photographer                       Transportation

***Emergency Contact:*** Please list names, phone numbers and relationship of person to notify in case of emergency.

Name	(Area Code) Phone number	Relationship
Name	(Area Code) Phone number	Relationship

Have you ever been convicted of anything other than a minor traffic violation?    Yes    No  
If yes, explain:

Are there any felony charges pending against you?    Yes    No    (Note: prior to selection a criminal record check is required)

Please return completed application to:

Special Days Camps  
PO Box 436  
Dimondale, MI 48821

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Questions? Contact Tammy Willis, Camp Director**  
Phone: (866) 448-4710    E-mail: tammy.willis@specialdays.org

## Special Days Camps CAMP POSITIONS

### **Administrative Coordinator**

Administrative Coordinator: responsible for assisting Camp Director with all administrative tasks related to the camp session.

### **Program Team / Coordinator**

Provides assistance in planning, coordinating, and leading programs and activities. Coordinator supervises the 4-5 members of the Program Team and the Arts & Crafts Director.

### **Tech Team Member / Coordinator**

Work as a member of a team to produce a camp newsletter, end of camp presentation for closing ceremonies and any audio-visual needs for programming. Coordinator will supervise the 2-3 members of the team.

### **Arts and Crafts Staff**

Assists in the arts & crafts program. Must be able to work with campers ages 5 -17 and supervise their projects. Organization and patience is a must.

### **Teen or Youth Camp Coordinator**

Teen Camp Coordinator: responsible for supervising Voyager, Trailblazer, and Outback villages.

Youth Camp Coordinator: responsible for supervising All Star, Explorer, and Adventurer villages.

### **All Star Village Director**

Responsible for the village program activities and schedule. Supervises up to 21 campers ages 5-7 and 4-6 cabin leaders. Village theme is "Friendship"; must be nurturing and selfless.

### **Explorer Village Director**

Responsible for village program activities and schedule. Supervises up to 25 campers ages 8-9 and 4-6 cabin leaders. Village theme is "Enthusiasm"; must have extreme patience and energy.

### **Adventurer Village Director**

Responsible for village program activities and schedule. Supervises up to 29 campers ages 10-11 and 6-8 cabin leaders. Village theme is "Responsibility"; must be highly energetic.

### **Voyager Village Director**

Responsible for village program activities and schedule. Supervises up to 29 campers ages 11-12 and 6-8 cabin leaders. Village theme is "Respect"; must be highly energetic.

### **Trailblazer Village Director**

Responsible for village program activities and schedule. Supervises up to 38 campers ages 14-15 and 4-6 cabin leaders. Village theme is "Teamwork"; must be able to positively motivate others.

### **Outback Village Director**

Responsible for village program activities and schedule. Supervises up to 20 campers ages 16-17 and two cabin leaders. Village theme is "Leadership"; must be an exemplary leader.

### **Cabin Leader**

Responsible for the safety, welfare, and most of all, the fun of campers. Helps lead program activities. Must be 19 years or older and be willing to do whatever it takes!

### **Medical Staff**

Meets medical needs of campers and staff.

### **Transportation**

Provides in-camp transportation for campers during Special Days week. Must be able to safely operate a 4 wheeler or golf cart, and safely drive after dark.

## SPECIAL DAYS CAMPS: Staff Health History Record

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_  
           Last                      First                      MI                      mm/dd/yy

Address \_\_\_\_\_  
           Number and street                      City                      State                      Zip Code

Telephone (\_\_\_\_\_) \_\_\_\_\_ Camp Position \_\_\_\_\_

### MEDICATIONS NEEDED OR USED

Name of Medication	Frequency	Dosage	Currently Taken?
			____ Yes ____ No
			____ Yes ____ No
			____ Yes ____ No

Please list special conditions such as ALLERGIES (Food, Penicillin, other):

Dietary restrictions:

Do you carry an infectious disease? \_\_\_\_ Yes \_\_\_\_ No (If yes, explain)

Are you currently infected with TB (Tuberculosis)? \_\_\_\_ Yes \_\_\_\_ No

Do you have any activity restrictions (because of physical defect or illness)? \_\_\_\_ Yes \_\_\_\_ No  
 If yes explain degree of restriction, use back if necessary:

I authorize the medical/nursing staff of Special Days Camps to consent to emergency medical or surgical treatment on my behalf and to routine, non-surgical medical care, and to administer routine and other medication as needed.

I certify the information on this form to be true, to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SPECIAL DAYS CAMPS: Staff Conduct and Rules**

Because we are the adults responsible for the campers' supervision, it is expected that we all maintain an **exemplary** standard of behavior. We have only one set of standards at camp that applies to campers and adults alike. Please read this form carefully; **your signature indicates your willingness to abide by and enforce all listed and stated policies and rules.** Staff who are unable or unwilling to abide by camp rules may be given one written warning before they are asked to leave camp. However, some infractions will result in immediate dismissal from camp.

1. **SMOKING** – Smoking or the use of tobacco products not permitted on camp property. Use or possession of any tobacco product will be cause for immediate dismissal from camp.
2. **ALCOHOL/ILLEGAL DRUGS** – Use, possession, or being under the influence of alcohol or illegal drugs is prohibited and will be cause for immediate dismissal from camp.
3. **WEAPONS/FIREARMS**- Possession of any type of weapon or firearm is prohibited and will be cause for immediate dismissal from camp.
4. **MEDICATIONS**- ALL medications (camper and staff) will be turned in to the medical staff. No medications, including over the counter medication (i.e. aspirin, vitamins, cough drops etc.), will be left in the sleeping areas. Failure to abide by this policy may result in dismissal from camp.
5. **PREMISES** - Staff will not leave the property or an off-site activity without the permission of the camp director.
6. **PERSONAL APPEARANCE** - Appropriate clothing and shoes will be worn at all times. Clothing (including hats) should be free of references to alcohol, drugs, sex, tobacco, vulgarity or violence. Clothing should be modest in appearance, especially swim wear. Males with long hair will pull it back or wear it under a hat at all times. Extreme body art and/or tattoos are unacceptable. Overall personal appearance will be acceptably clean, neat and orderly.
7. **PROFANITY/VULGARITY**- The use of profanity, vulgarity or foul language by staff or campers is inappropriate and unacceptable.
8. **CURFEW** – Age appropriate curfews have been established for campers. Staff will enforce camper curfews and adhere to a staff curfew of midnight.
9. **GOLF CARTS, FOUR WHEELER, SNOWMOBILES** - These vehicles are for the transportation of campers and/or staff with mobility problems and/or equipment. At NO time should a camper or staff member be riding these vehicles without permission of the camp director or medical staff director.

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10. **SLEEPING AREAS** – Campers and staff are allowed only in the sleeping area to which they are assigned. A camper **MAY NOT** change his/her housing assignment without the consent of the camp director. A cabin leader (counselor) will be present at all times when there is a camper present, regardless of the age of camper. **NO** camper will be left alone or unattended at any time.
11. **PARTICIPATION** – Staff will participate in ALL activities with their campers including songs at mealtimes and campfires, swimming, group games, etc. All activities are mandatory, including flag ceremony, meals and evening activity. Staff are to know the whereabouts of each of their campers at ALL times.
12. **PUNCTUALITY** – Staff and campers will be at all scheduled activities including flag ceremony and meals on time.
13. **CAMPER MED CALL**- Staff will make sure campers report to the medical center as directed by the medical staff.
14. **MONEY** - All money and valuables should be deposited into the camp bank or left with the camp director. Money and/or valuables left in the sleeping areas will not be the responsibility of SPECIAL DAYS Camps.
15. **RELATIONSHIPS & SEXUAL HARASSMENT** - All staff will maintain friendly, supportive and professional relationships with campers and other staff. Fraternalization between staff and campers is inappropriate and cause for dismissal. Special Days Camps will not tolerate sexual harassment in any form. Any instance of such behavior from a staff member will be cause for immediate dismissal.
16. **TELEPHONES** – Phones (**including cell phones**) are for staff use only; campers may only use a phone in emergency situations with permission from the camp director. **Staff are not to carry cell phone without approval from the Camp Director and arrangements should be made with your direct supervisor for use. Campers are not able to carry cell phones and we ask that you set the example for them. Please pack a watch, camera and alarm clock as using your cell phone for any of these reason will not be permitted.**
17. **PROPERTY DAMAGE** – Staff will inform the camp director immediately of any property damage including graffiti. The individual(s) responsible for the damage will be charged accordingly.
18. **RAIDING**- Under no circumstances is raiding allowed. This includes but is not limited to toilet papering, use of shaving cream or soap, knocking on windows and doors, or anything that is harmful or destructive. Camp pranks will be “undone” by the individual(s) responsible for them.

The above statements are not intended to be all-inclusive. Professional appearance, behavior, and judgment will be maintained at all times.

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(Signature)

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(Date)

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(Print Name)

**CONSENT FOR CAMP ATTENDANCE, RELEASE OF LIABILITY  
AND IMAGE RELEASE**

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In consideration of YMCA Camp Pandalouan and Special Days Camps I take full responsibility for my personal safety as it related to attending camp on the property of YMCA Camp Pandalouan, I agree to the following:

1. I hereby acknowledge that there may be physical injury risks associated to attending SPECIAL DAYS Camps at YMCA Camp Pandalouan.
2. I release YMCA Camp Pandalouan, and Special Days Camps, their officers, agents, employees, and volunteer staff from any liability and injuries I may receive as a result of volunteering
3. I release YMCA Camp Pandalouan, and Special Days Camps, their officers, agents, employees, and volunteer staff from any liability and injuries I may receive as a result receiving professional medical care from doctors or nurses furnished by the organization called SPECIAL DAYS Camps.

**MULTIPLE ACTIVITY RELEASE**

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I hereby understand that I will be asked to participate in all activities at SPECIAL DAYS Camps. I release YMCA Camp Pandalouan and SPECIAL DAYS Camps from any and all liability which may result from these activities.

**OFF-SITE ACTIVITY RELEASE**

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I hereby release YMCA Camp Pandalouan and SPECIAL DAYS Camps, their officers, agents, employees, and volunteer staff from any liability for injuries I may receive as a result of participation in an off-site activity as part of camp activities which may include but is not limited to: camping, boating, an amusement park, visiting a city, a major or minor league baseball game, roller-skating, bowling, airplane ride, etc.

**IMAGE RELEASE**

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I hereby give SPECIAL DAYS Camps the absolute right and permission to copyright, publish, and / or resell image likenesses of myself, in which I may be included in whole or in part, for any lawful purpose whatsoever including internet publishing.

I hereby waive any right that I may have to inspect and / or approve the finished product or the use to which it may be applied.

I hereby release, discharge and agree to save same from any liability by virtue of any blurring, distortion, alteration, optical illusion or in any composite form, whether intentional or otherwise, that may occur or be produced in the taking of such picture or in any processing tending towards the completion of the finished product.

**ACKNOWLEDGEMENT OF HEALTH INSURANCE**

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I hereby acknowledge that I am responsible for providing my own health insurance. I further acknowledge that it is my responsibility to have a personal health insurance policy, to pay for temporary insurance or to be solely responsible for all expenses related to any injuries. Under no circumstances will Special Days Camps be expected to pay for any expenses.

I hereby release YMCA Camp Pandalouan and SPECIAL DAYS Camps, their officers, agents, employees, from any financial liability for injuries I may receive as a result of volunteering which includes but is not limited to any health care or emergency services costs.

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Staff Name (Please Print)

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Signature

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Date