

Summer Ministry Staff Personnel Policies



Dear Camp Concordia Summer Ministry Staff

I have served in outdoors ministry since 1981, when I served an internship at Camp Luther in northern Wisconsin. Through trial and error, professional training and graduate studies, I have come to many philosophies; but the grand outcome is simply: *we all need Jesus*. And I am excited for you to grow as a group in knowing him.

This document is a legal obligation that supports you all as a staff; to keep things on the table so we can work well together. It does not reflect the *grand outcome* we are after.

Please place yourselves knowing Jesus (first) and then the kids knowing Jesus (second) on the front burner as you contemplate what this summer will be for you. It's going to be amazing.

I want you to grow this summer. I cannot force it, but we can all learn from each other while we dig into God's Word. I want to learn right beside you - even though we have different duties and obligations, we are in this together.

To begin, see an **URGENT** assignment on page 2

A handwritten signature in blue ink that reads 'CRAIG' with a smiley face drawn at the end.



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STAFF CARE STUFF

1. To Do List (**PLEASE DO NOW**)

Physical (Form attached) Send us a sports physical from this school year or go and have one (they are included in most insurance policies free). We just need to know you are healthy and we will not do something that will kill you, hurt you, etc. Help us to be aware of how to take good care of you.

References and Health History Form (done online)

- Please go to <https://www.ultracamp.com/info/sessiondetail.aspx?idCamp=516&campCode=ccm&idSession=309946> and create an account.
- After creating an account, click YOUR NAME, click **Make a Reservation**, scroll down and choose "Staff References and Health History," and then follow the directions. In the end, when you have completed the "registration" process, you will have:
 - Requested 3 electronic references
 - Completed a health history form
 - Signed a Photo Release
 - Signed a Liability form
 - Provided Information for background checks
 - Provided your Shirt Size
- NOTE¹: You need email addresses when you request electronic references. You can only move on in the process after requesting each of the 3 references.
- NOTE²: You can save your Health History form and complete it later if you do not finish.

2. Christian Growth

Staff devotions are *critical*. When you have **personal time** this summer, read through Romans in the New Testament.

Each week, **Staff Growth** takes place Monday - Thursday. Each day after a small organizational meeting, almost all staff (we have to have 2 overseeing campers with the Jr. Staff) will get to dig into the Word together.

- Sunday: TBD
- Monday: Local Pastor
- Tuesday: Executive Director
- Wednesday: Summer Program Coordinator
- Thursday: Recreation Event

All-camp devotions (with campers and staff), although "showy" (but are *not* shows), are also times for summer ministry staff to connect with Jesus.

Staff members are encouraged to attend **Sunday worship** at area congregations during time off and seek guidance from other camp staff and the camp Navigator.

Camp Concordia is Lutheran. Yep. Should that scare anyone who is not? NO. Take a look at how Martin Luther (Not Dr. Martin Luther King, Jr.), influenced our world and our denominations back in the 1500s: <https://www.christianitytoday.com/history/people/theologians/martin-luther.html>.

3. Navigator

Camp Concordia invites pastors, DCEs and other professional church workers to guide Summer Ministry Staff in Bible study each week and be generally **concerned with healthy personal faith of each staff person**. It does not happen every week, but they are a welcome encouragement to us all when they come. **This has NOT happened 2020 or 2021 due to COVID-19 restrictions; but we hope to reimplement it soon.**

4. Evaluations

Remember the comment at the beginning about you growing - in faith and skills? Evaluations help this process. Evaluations help us to be more effective with campers too. These evaluations could take the following forms:

- Staff Growth Meetings** - An analysis of the camp's programs in progress, the spiritual growth of individual campers, and actions of the staff affecting campers can be discussed for a **SHORT** time.
- Informal Individual Discussions** - Discussions between the Executive Director and individual staff members could occur several times during the season (it could be just walking down the road along with campers). These will be used to assist the individual in contributing to the program.
- Formal Individual Discussions** - Discussions using a written form of evaluation ideally will be conducted between the staff member and the Director at mid-season and prior to the individual's departure at the end of the season.

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5. What to Pack List

- a. See the camper “What to Pack” list from https://www.campconcordia.org/uploads/1/1/2/3/112309127/2022_essential_camp_info_covid_version_reduced.pdf. This will give you a few ideas of what might help at camp this summer...
- b. ...and then add the following to your “packing” list:
 - **Room decorations (Cabin Leaders - counselors):** Especially if they help with a cabin theme or lift up the name of Jesus. Camp has a craft area with construction paper and we have a lot of tape.
 - **Cheap Watch:** don’t spend a lot. Some can be found for under \$10 that just tell time. Why? Because we all leave our phones in the office during the week.
 - **Musical instruments** you would like to play at camp (camp owns a djembe, cajon and a few old guitars)
 - **Hat:** An inexpensive hat to protect you from long days in the sun. We sell camp caps and a “bucket” hat at the Camp Store (a.k.a. The Blue Canoe or Canteen) you can buy for cost!
 - **Old Clothes:** One set of old clothes or GRUBS for painting or dirty work in the case you get to help with a “get camp ready” project or you help your campers make camp a better place.
 - **Old shoes or water shoes:** There is a small history of creek stomping that starts with a sandy bottom and ends in mud (if you choose). Shoes are because we cannot guarantee what has been left in the creek from the past.
 - **OPTIONAL: Fishing tackle** (you will need a Michigan fishing license if you want to fish). Half-mile lake is a GREAT fishing lake. Camp has row boats and a “fishing wharf” (old pontoon).

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STAFFING STUFF

1. Staff Assignments

The Executive Director, or his designee, makes summer ministry staff assignments. Staff may be assigned an *alternate duty* which may include kitchen, maintenance, program support, or special projects. Assignments are thought through for YOUR good and for the good of the campers. Have FUN whichever assignment you receive.

In the case of staffing changes, the Executive Director will be responsible as to the realignment of staff.

2. Staff Training

This includes one to two weeks of training prior to the first week of camp depending on the ministry role.

3. Meals & Menus

Camp Concordia intends to feed you **well** this summer. This includes:

- Having **larger portions** than campers so you get good nutrition and can spend time taking care of campers and not chasing down food. Just ask for a larger portion at the serving window - especially if it is healthy.
- Having **3 solid meals a day**: Breakfast, Lunch and Supper; that contain protein and fiber to help you be healthy.

Camp Concordia will do its best to accommodate special menus required for medical reasons. Help the leadership with this by providing physician information on your health form and other obvious paperwork ahead of time.

As a smaller camp with a smaller staff, Camp Concordia is not able to always accommodate *preferences*. For example: Staff who *prefer* to eat gluten free will most likely need to supplement their own menu.

4. Telephone

Keep your cell phones in the camp office (We have a charging station) and use it only during your time off. Cell phones are not to be used when operating any camp vehicles. The camp landline phone is available on an "as needed" basis for shorter calls. Telephone calls should be made during time off in a private location (not in front of campers). Any incoming calls (to the camp office) will be documented and given to as quickly as possible.

5. Post-Camp Camper Communication

Put on your brakes, cowboy! Social networking sites such as Facebook, Snapchat, and Instagram are not to be used between campers and staff while a staff member is employed at Camp Concordia. Yup. That's right. For *your* protection, we recommend that you **not** become 'friends' or 'followers' of youth who have attended Camp Concordia. Also, please always be mindful that the content of your social networking site impacts past campers.

Do not attempt to stay in touch with campers by collecting their addresses, instant messaging names, and social networking pages. If campers request to stay in touch, seek parental consent first and then give the parents an e-mail they can contact you at (if you are comfortable giving one out). If you are not comfortable distributing your contact information, please give them the camp e-mail and we will forward messages from campers to you. See. We can make anything work.

If you intend to be in touch with campers, which with parental consent and knowledge could be awesome faith encouragement for kids, let the office know. Keep everything transparent and in the open.

6. Mistreatment

Part of summer ministry staff training will include the steps to take if you believe you are being mistreated as a summer ministry staff.

7. Social Media

Social networking between summer staff is acceptable. Staff members are expected to keep their social network pages free from content that does not reflect Christian values. Furthermore, it is understood whether on or off duty, the staff member's social media, from pictures to applications to status updates and posts, reflects his or her baptized life in Christ. Transformed. Renewed. Resurrected. BAM!

Staff members, even when no longer employed, are not allowed to post pictures or video of campers whose parent/guardians have requested that their child's image **not** be used in Camp Concordia promotional material.

8. Staff Mail (USPS) and Packages

Staff mail (you know - that physical stuff that comes on actual paper) and packages will be given to the staff at the earliest convenience, depending on when the mail is

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delivered and picked up, and who is on or off duty. This could be during time off or during a staff meeting. It should never be handed out when on duty with campers or when campers are around. **Just** in case!!

9. Laundry and Linens (Yay!)

Bring your own bed linens (best to use a sleeping bag since you may camp out). Do your own laundry. If Cabin Leaders have a “laundry emergency” the Program Coordinator is there to help out. We will “git ‘er done!” Washers and dryers are available for use at no charge. Yay! CC will occasionally purchase large buckets of cheap laundry soap for everyone to use.

10. Visitors/Family

Family and friends should only visit only on days off. For basic camper safety, and according to the state of Michigan, ALL adults must have background checks and training to spend time at camp when campers are here.

If your family stops by, remember that all visitors are required to check in at the camp office. If your family or friends show up, please assume your responsibility as a summer ministry staff to instruct them accordingly. Thank you.

Your family or friends CAN VOLUNTEER and be at camp with campers if planned in ADVANCE and they arrange with the camp office for appropriate background checks (this is different depending on what state you are from). MANY parents have come, camped and supported Camp Concordia by doing some projects.

11. Time Off to Refresh

As a summer camp staff in Michigan, you are considered employed 24 hours a day for the duration of your agreement. A **concerted effort will be made** to see that each Cabin Leader receives at least one hour off each day and an average of one 24-hour period off each week to take care of personal matters, rest, enjoyment of solitude and recreation.

You may use the Camp Concordia equipment during your time off ***provided you have been trained in using it***, you check it out at the camp office and you return and store the equipment properly.

What about time off at night? All Cabin Leaders (Counselors) are in their cabin with campers in the evening/night for the purpose of sharing personal faith stories, caring for homesickness, supervision, prayer, etc. All other staff are assigned to support the Cabin Leaders (share your faith story, help campers get to the showers

and back) and if they have special needs. Night time is the most important faith building time for campers. These assignments are made by the Program Coordinator.

At times Cabin Leaders may have a special need that cannot wait. Please protect each other by making sure the Program Coordinator has you covered so we can support your special need.

12. Sickness (See Health Officer)

Sick staff members need to **report immediately to the Health Officer** if they believe they cannot function in their job. Cabin Leaders, or anyone else supervising campers, need to remain at their post or position until a staff replacement relieves them. Hang in there. We will be there as soon as we can.

A summer ministry staff should never leave children unattended or their role vacant. This is for the camper’s protection and the staff’s protection. Never create a situation in which other staff have to hunt you down.

The Health Officer, in consultation with the Executive Director, will determine appropriate steps based on the **Medical Protocol** provided by a signed agreement with a local physician/medical center.

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13. Gratuities (No-No)

Staff members will in no way solicit personal gifts from campers or other clientele. Furthermore, with the exception of small remembrances, staff members will not accept gratuities in the form of cash or expensive gifts from any camper. If a parent really wants to support the camp staff, they may arrange something through the Camp Director that will benefit the entire summer staff - encourage them to speak with the Director.

14. Smoking & Vaping (Please NO)

Please don't....and...because of health and safety issues, smoking and vaping (and anything related to them) are not allowed at Camp Concordia. Thanks for being healthy and safe with your lifestyles.

15. Alcohol & Drugs (Also Please NO)

Alcoholic possession or consumption is not permitted at any time while on camp property or while on duty by summer staff. It is understood that while staff are under the employment of Camp Concordia, they are a reflection of camp and are expected to act in a manner which represents the camp and our mutual ministry. **We are asking you to abstain from drinking alcohol during the approximate two months you are on staff with Camp Concordia.** We have found it makes for an easier summer for everyone and that it allows for less conflict.

It is the desire of Camp Concordia to provide a drug free, healthful, and safe workplace for all employees. Camp Concordia recognizes that drug and alcohol dependency are major health problems and that substance abuse is a potential health, safety, and security problem. The purpose of this policy is to promote a safe and productive working environment and to prevent accidents, injuries, loss of productivity, and property damage which may result from drug and alcohol mis-use.

Although the use of marijuana is permitted in Michigan, both medically and recreationally, it is still illegal on a federal level. Camp Concordia has a zero tolerance of marijuana in the workplace. Marijuana is not permitted on any Camp Concordia property.

Additionally, as a Christian camp, we host hundreds of kids each summer and we are committed to providing the highest level of care and safety within our environment. Activities that may compromise or interfere with the care, supervision, teaching, and safety of our campers, guests, and employees are prohibited; this includes marijuana.

Prescribed Medication

Prescription medications, other than marijuana, are specifically excluded from this policy as follows:

- prescription medications must be taken in compliance with a doctor's issuance and instructions and not otherwise and
- employees taking prescribed medications at the direction of a physician or dentist are responsible for checking on whether such medication may impair their performance and notifying their immediate Supervisor or Camp Director, ***before beginning work***, of potential impairment and the period of time that medication will be used.

Testing

In the interest of ministry, as well as employee, guest, and public safety, Camp Concordia reserves and will exercise the right to test employees under the following situations:

1. At hiring time, when selected applicants who have been offered employment shall be required to pass a pre-employment drug screening test as a condition of employment;
2. When Camp Concordia has reasonable grounds, including observation or odor, to believe that an employee is in violation of this policy;
3. When an employee is involved in an accident on the job or a near-miss accident on the job;
4. Randomly;
5. As required or permitted by the laws and regulations promulgated by either state or federal entity.

Under no circumstances will an employee who is being sent for testing, for purposes related to suspicion, accident, or violation of policy, be permitted to drive themselves.

Camp Concordia reserves the right to suspend an employee without pay pending an investigation of a violation of this policy. If the employee is found not to be in violation of this policy and was suspended without pay, the employee will be compensated for work time lost. Refusal to submit to testing under this policy shall be construed as a positive result.

16. Vehicle Use

Use of the camp vehicles (tractor/golf cart) will only be done with the permission of the Executive Director. All operators must be screened by the Executive Director. Excessive use of staff-owned vehicles on camp property cannot be allowed.

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Personal vehicles may be stored on camp but are not to be used for any camp program unless specific arrangements have been made with the Executive Director. In such cases, mileage will be reimbursed. Now that's a deal!

You are making an agreement that while in the employment of the camp you will *adjust your personal habits and actions to the customs, policies, and standards of the camp*, and will keep up habits that will enable you to remain in good physical condition.

17. Kitchen Use (No-No)

No one except assigned kitchen staff and other authorized personnel are allowed in the kitchen or food storage areas. Food and kitchen equipment are not to be removed from the kitchen without the permission of the Head Cook in consultation with the Executive Director. Request materials through the Head Cook. Pack out foods will be boxed and handed out by the kitchen staff.

Leftovers available to staff are placed in a "staff refrigerator" in the lodge.

18. Dating

Romantic relationships between staff and Jr. Counselors, other volunteers or program participants will not be tolerated under any circumstances. Violation of this policy is grounds for immediate dismissal.

A policy on dating between staff members may be developed by the staff during staff training and should be in *accordance* with the Camp Concordia Statement of Faith.

19. Camp Store (Discounts! Yay!)

The Blue Canoe (Camp Store, Canteen) items may be bought by staff, *some at special prices*. We try to give staff as close to the camp cost as possible (usually rounded up to nearest dollar). This includes camp t-shirts, water bottles and snacks.

Canteen is available to the staff during scheduled times or special times arranged with the Executive Director or Program Coordinator (Like if you want to have campers take snack on a longer canoe trip). Staff may purchase their own snacks, but camp is limited on refrigerator storage (please be discrete eating "other" snacks in front of campers during their canteen time).

20. General Staff Behavior (Be Good)

All staff members are expected to function in relation to campers in a professional manner. It is the staff's responsibility to maintain an atmosphere and program which emphasizes a love for Jesus. Think of all your actions and in relationships with other staff members, campers, and random camp guests.

21. Stewardship (Who Likes Mowers)

All staff members, in order to provide the best possible ministry environment, assist in the general appearance of the property and preservation of equipment. Thanks.

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CAMPER STUFF

"And we all, with unveiled face, beholding the glory of the Lord, are being transformed into the same image from one degree of glory to another. For this comes from the Lord who is the Spirit." 2 Corinthians 3:18 ESV

1. Camper Supervision

Cabin Leaders (Counselors) are expected to be supervising or arrange for supervision of campers during programming hours, except during scheduled time away.

Supervision means they are within visual and/or speaking distance. So you do have room to breathe. The exception to this supervision is when campers are sent, using the "Buddy System," to the bathroom, etc. remembering to assess this based on age and maturity of the campers, the weather and time of day.

2. Health and Safety

Health and safety are top priorities. All summer ministry staff should be alert for unhealthy conditions or an unhealthy camper, staff member, or guest. All staff members should report or personally correct any dangerous situation.

3. Accidents and Sickness (Ouch)

ALL accidents and sickness **must be reported to the Health Officer and they must record it in the Incident Log**, or if necessary the Executive Director. The Health Officer lists the

1. name,
2. date, and
3. time of the accident,
4. location and
5. how it occurred,
6. description of any injury, and
7. treatment given.

The Health Officer needs to keep the Executive Director apprised of ALL campers and staff accidents and sickness.

Once an injured or sick camper has been delivered to the Health Officer, the staff member's primary responsibility is to return to their duties. Do NOT "hang out" at the Health Office. Skedaddle!!

Health Officer duties are regulated by the State of Michigan. It needs to be understood that staff providing medical assistance outside of their training or permission may need to be dismissed or put on alternate duty. It's a BIG "No-no!"

4. Administration of Medication and/or First Aid

The Health Officer, or if necessary the Executive Director, is responsible for the administration of all medication and/or first aid. Therefore, all treatment, except emergency first aid, will be done by the Health Officer, or if necessary the Executive Director, or their delegate. The administration of all medication and/or first aid **must be properly logged by the Health Officer**.

At no time should a camper be allowed to administer medication unsupervised.

The exception to this policy is when cabin groups campout, hike north of the camp pavilion or are offsite. Staff leading these groups **must check out a first aid kit** from the Health Officer and use them as needed. Any use of the first aid kit is to be reported immediately upon returning. This use **must be logged by the Health Officer**.

5. Rental Groups - Campground Use

During the regular summer children's camp programs, there should be NO rental groups using the facilities and NO families using the campground.

When children's and youth camps are NOT going on, there *could* be a rental group using Camp Concordia. There will be a clear definition of facility usage outlined with the rental group and shared with the staff. The group may require support personnel from the camp. Staff members will be open to assist these groups as assigned, and all staff need to be conscious of sharing the facilities and equipment with them.

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LEGAL STUFF

The stuff camp is required to say, collect, etc.

1. Employment Procedures

Employment is based ultimately on the judgment of the Executive Director of Camp Concordia or his/her delegate. Guidelines for such judgment have been defined by the Camp Concordia Board of Directors, the American Camping Association, National Lutheran Outdoor Ministry Association, and other agencies concerned with organizational camping.

Potential summer ministry staff, as well as returning staff, must submit an application for employment through the Camp Office or the NLOMA Joint Recruitment website online Profile and be available for an interview.

When a person is selected as a Camp Concordia Summer Ministry Staff, a Summer Ministry Staff Agreement is sent to the person for review and signature.

- One copy is signed and returned to the camp and
- the second copy is signed and retained by the individual.

The Summer Ministry Staff Agreement contains the conditions to which the individual voluntarily agrees to bind themselves for the term of employment regarding wages, insurance, terms, etc.

2. Salary & Employment Eligibility

Salaries, including room and board, are established by the Executive Director under the approval of Camp Concordia's Board of Directors. Payroll occurs at the end of each month. Any and all advances and/or credits (e.g. canteen) will be deducted from the check.

Salary will be adjusted accordingly for staff requiring extended time off for personal or health reasons. All applicable tax withholdings will be deducted according to law. Staff members are asked to complete the appropriate employment eligibility and certificates of deductions for taxes during staff training.

I-9 Employment Eligibility form

You will need to bring the specific identification with you for completion of the I-9 Employment Eligibility form. See form [here](#) for a listing of types of identification. Most staff either use:

- Driver's License and Social Security Card
- Passport

3. Insurance

Worker's Compensation: Worker's Compensation Insurance is provided for all salaried staff but does not include unsalaried staff spouses or children. The insurance will cover all accidents incurred at the camp or while on duty away from camp. The cost of the insurance is paid by the camp. Coverage is only for those accidents incurred while on camp business. The policy does not provide for individual staff losses of equipment, clothes, eye glasses or contacts, personal belongings, etc.

Medical services as a result of a previous illness, allergies, or accidents prior to employment are not covered in the policy and must be the responsibility of the individual.

The camp does not provide health (sickness) insurance. Each person is expected to provide their own health insurance and pay for such health care expenses. Should a staff member become sick or injured during employment, the camp will provide salary during that period, not to exceed five days total during the agreement of employment. This is for instances that do not fall under Worker's Compensation requirements.

4. Physicals & Health History

Create an account on [UltraCamp](#), the online database Camp Concordia uses for registration. When you "Register" (click the box) for **Staff References and Health History**, you will be led through a series of pages requesting

1. **references**
2. permission to photograph
3. signature on a liability form
4. **health history**.

You need to fill out (or update) an electronic **Health History** form.

Click [here](#) to make an account. Read the description and then click REGISTER and follow the instructions.

All staff members are required to have a physical examination or equivalent before the opening of camp. This can be a copy of a sports physical from your university, etc. There is also a **FORM at the end of this document** for a physician to fill out. Most insurance plans include free physicals as part of their services.

Summer Ministry Staff Agreements are complete when they include an electronically signed health history form on file (this is done online through UltraCamp).

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5. References

Each staff is to have references on file for the state to examine. These are done electronically through the same link in #4 above. Staff Ministry Agreements are not complete unless three electronically signed references are on file in each staff's UltraCamp account.

6. Termination of Employment

We are required to write this for you to be fully informed.

The camp reserves the right to terminate any staff member at any time, with compensation equal to one week beyond the termination notice. The camp also reserves the right to temporarily place staff members on unpaid employment leave, where the camp shall provide room and board should the staff member choose to remain at camp for this period. Staff members whose illness or accident results in their being unable to perform their duties for a period of 7 days, are liable for termination of employment and pro-rated payment of salary.

Reasons for employment termination or placement on unpaid leave include, but are not limited to: Lack of campers; physical, sexual, or verbal abuse of camper or staff; consistently displaying behavior improper for a Christian; failure to adequately guard the spiritual, emotional and physical life of the camper; teaching doctrine not compatible with teachings of the [Lutheran Church - Missouri Synod](#); injury or illness that keeps a staff member from fulfilling his/her obligations.

Dismissal of the staff based on inadequacy, poor relationships, etc., during the course of the camp season shall be preceded by a conference with the staff member, their immediate supervisor, and the Camp Director. At that time the individual will be formally placed on probation for a minimum of 5 days, at which time the final decision regarding dismissal will be made. Probation and/or dismissal will be based on definite written reasons for the inadequacies. The Camp Director makes final judgment in all dismissals.

All dismissal probationary periods will not prevail in instances where malfeasance or insubordination is involved. Such instances may include but are not limited to: striking a camper or fellow staff member; failure to comply with camp regulations, procedures, and policies; and actions affecting the health, safety, or morals of a camper. In such cases, the staff member is subject to immediate dismissal. The Camp Director makes the final judgment and dismissal.

**Note: Parts of this document represent excerpts from the Staff Manual that will be used in Staff Training. The purpose is meant to display necessary information helpful prior to agreeing to serve at Camp Concordia. Please understand that although some of this is a legal obligation, the spirit & intention of Camp Concordia is to nurture each staff and camper as we all grow together in our faith in Jesus Christ. We hope this helps.*

Summer Ministry Staff Personnel Policies



Camper Name _____

First

Middle

Last

(For Camp Use) Cabin or Group _____

(For Camp Use) Session Code(s): _____

CAMPER HEALTH-CARE RECOMMENDATIONS by LICENSED MEDICAL PERSONNEL FORM 2

Developed and reviewed by: American Camp Association,
American Academy of Pediatrics Council on School Health, &
Association of Camp Nurses

Mail this form to the address below by _____ (date)

To Parent(s)/Guardian(s): Complete this section and give this form (FORM 2) and a copy of your completed CAMPER HEALTH HISTORY FORM (FORM 1) to your child's health-care provider for review.

Dates will attend camp: from _____ to _____
Month/Day/Year Month/Day/Year

Camper Name: _____
First Middle Last

☐ Male ☐ Female Birth Date _____ Age on arrival at camp _____
Month/Day/Year

Camper home address: _____

City _____ State _____ Zip Code _____

Custodial parent(s)/guardian(s) phone: (_____) (_____) (_____) _____

Parent(s)/guardian(s) stop here. Rest of form to be completed by medical personnel.

The following non-prescription medications are commonly stocked in camp Health Centers and are used on an as needed basis to manage illness and injury. **Medical personnel:** Cross out those items the camper should not be given.

Acetaminophen (Tylenol)
Ibuprofen (Advil, Motrin)
Phenylephrine (Sudafed PE)
Pseudoephedrine (Sudafed)
Chlorpheniramine maleate
Guaifenesin
Dextromethorphan
Diphenhydramine (Benadryl)
Generic cough drops
Chloraseptic (Sore throat spray)
Lice shampoo or scabies cream (Nix or Elimite)
Calamine lotion
Bismuth subsalicylate (Pepto-Bismol)
Laxatives for constipation (Ex-Lax)
Hydrocortisone 1% cream
Topical antibiotic cream
Calamine lotion
Aloe

Medical Personnel: Please review the CAMPER HEALTH HISTORY FORM (FORM 1) and complete all remaining sections of this form (FORM 2). Attach additional information if needed.

Physical exam done today: ☐ Yes ☐ No (If "No," date of last physical: _____)
Month/Day/Year

ACA accreditation standards specify physical exam within last 24 months.

Weight: _____ lbs Height: _____ ft _____ in Blood Pressure _____ / _____

Allergies: ☐ No Known Allergies

☐ To foods (*list*):

☐ To medications: (*list*):

☐ To the environment (*insect stings, hay fever, etc.—list*):

☐ Other allergies: (*list*):

Describe previous reactions:

Diet, Nutrition: ☐ Eats a regular diet. ☐ Has a medically prescribed meal plan or dietary restrictions: (*describe below*)

The camper is undergoing treatment at this time for the following conditions: (*describe below*) ☐ None.

Medication: ☐ No daily medications. ☐ Will take the following prescribed medication(s) while at camp: (*name, dose, frequency—describe below*)

Other treatments/therapies to be continued at camp: (*describe below*) ☐ None needed.

Do you feel that the camper will require limitations or restrictions to activity while at camp? ☐ No ☐ Yes

If you answered "Yes" to the question above, what do you recommend? (*describe below—attach additional information if needed*)

"I have reviewed the CAMPER HEALTH HISTORY FORM (FORM 1), and have discussed the camp program with the camper's parent(s)/guardian(s). It is my opinion that the camper is physically and emotionally fit to participate in an active camp program (except as noted above.)

Name of licensed provider (please print): _____ Signature: _____ Title: _____

Office Address _____
Street City State Zip Code

Telephone: (_____) _____ Date: _____