

COUNSELING STAFF POLICIES

- PERSONAL DEVOTIONS:
 - The most important aspect of your work at Lake Ann is your personal relationship with Jesus Christ. Though you are very busy, and in a “Christian” environment, these cannot be a substitute for daily time with God. Make your daily personal walk the non-negotiable of your life. You will want to share with others what God is teaching you!
- REQUIRED PAPERWORK:
 - Two completed W-4 forms (one federal form and one state form) (required for all new employees and for former employees who desire to change withholding information).
 - Proper identification (as indicated on Form I-9 instructions – one item from List A or two items: one from List B and one from list C. List items are not interchangeable. You must bring original documents). For your protection, these items can be stored in the camp office during your stay at camp. (required for all new employees only)
 - Direct Deposit Form: indicate bank name, account type (checking or savings) routing number and account number. If you prefer a paper check, write your name on the form and add the note "paper check."
 - Health Form (to allow proper medical treatment in the case of an emergency) is required for all new and former employees.
 - Completion of your Ministry Safe Training, (You were emailed a direct link)
 - A Completed CRC for anyone 21 and older.
 - Criminal and sexual background checks will be conducted as required by law.
 - **If you arrive at camp without the completed paperwork or ID, you will be considered a volunteer until the completed paperwork is on file!**
- PAYROLL:
 - The pay week is Monday through Sunday.
 - You will be paid every 2 weeks.
 - Payday is the first Friday after the end of the pay week. In other words, when you get a paycheck on Friday it will be for the previous 2 weeks, not the current week.
 - Paychecks:
 - Use the Direct Deposit form to request direct deposit
 - If no Direct Deposit form is submitted -OR- if the processor reports that any information on the Direct Deposit form is errant, a paper check will be left for you in the summer staff mailbox.
 - It is your responsibility to review your pay stubs (name, address, etc) and promptly report any errors to finance@lakeanncamp.com
- WORK TIME:
 - Everyone is required to attend the Monday morning breakfast at 7:30am (or as announced). You are on duty through Saturday until 2pm.
 - You are responsible to attend the Saturday staff meeting, complete your Spiritual Growth Records, and have your cabin cleaned and inspected before your weekend begins.
 - Counselors are responsible for their campers 24 hours a day and are to be with them nearly all the time. Counselors will have off two morning chapels per week.
- COUNSELOR REPORTS:
 - Each counselor must fill out a "My Next Move" for each camper in their cabin.
 - These reports must be turned in by 2:00pm on Saturday to your program director, unless circumstances require an alternative time.
 - These reports must be done legibly and with meaningful comments that will be helpful to the church leaders.
 - If not, you will be asked to do them over.
- WEEKENDS:
 - Saturday afternoon and Sunday
 - Meals are provided for staff members staying over the weekend. Please be sure to sign-up.
 - Everyone will be assigned to help with food service one or more weekends.

- Everyone is expected to attend morning church services and evening church services/camp Bible studies on Sundays.
 - “Pre-approved” local churches include: Bible Baptist (16 miles), East Bay Calvary (24 miles), Faith Baptist of Benzonia (18 miles), Harvest Bible Chapel (18 miles), Inland Baptist (6 miles), Kensington Church (13 miles), Kingsley Baptist (27 miles), New Hope Community Church (25 miles), Sojourn Church (16 miles), and West Side Community (11 miles). If you desire to attend any other local church, you must clear it with your Lake Ann Camp full-time supervisor.
- REST:
 - Rest is imperative for your weekend so structure your schedule accordingly.
 - Proper rest shows respect for the campers who will be coming Monday morning ready for a great week of camp.
- It is permissible to be gone for the weekend. If you are going to be gone overnight please let your Lake Ann Camp full-time staff supervisor know. Again, it is expected that you attend church while away.
- Your conduct and testimony off camp should always be honoring to the Lord and in harmony with camp standards.
- You have very little security in your cabins so it is unwise to keep valuables in your room. *Important items may be kept in the office with approval from the office staff.
- Please do not enter cabins/residences of opposite genders. Socializing on weekends should be done in “common” areas (Red Canoe, Dining Hall, Welcome Center, etc.)
- ALCOHOL, SMOKING, VAPING, AND DRUGS
 - While on staff at Lake Ann Camp you are prohibited from partaking of any alcohol, smoking, vaping, or illegal drugs from your start date to your end date.
 - This applies to both on and off camp property.
 - Any deviation from this standard will constitute immediate dismissal.
- ATTIRE:
 - There are many variations in convictions, but we ask you to condition your mind and hearts by studying 2 Corinthians 6:3-4, “We live in such a way that no one will stumble because of us, and no one will find fault with our ministry.”
 - In everything we do, we show that we are true ministers of God.
 - We patiently endure troubles and hardships and calamities of every kind.”
 - Also consider 1 Corinthians 10:32, “Do not cause anyone to stumble, whether Jews, Greeks or the church of God.”
 - Parents and churches entrust the minds and hearts of their campers to us.
 - We are responsible to God and others, not free to do our own thing.
 - Understanding this biblical principle, we ask you to adhere to our guidelines for the summer. Staff members are asked to dress appropriately/decently/modestly in a way that does not distract from the light of Christ in their lives. We want the parents who entrust their children to our care for the week to have a positive impression of our staff.
 - Men’s hair is to be well groomed and should avoid extremes. As for facial hair, you must be clean shaven in order to graduate from Facilitator Training – as well as throughout the rest of the summer.
 - Women should always keep modesty as their standard in dress, keeping in mind the principles listed. One piece or modest tankini swimwear is required. Tops/shirts should be long enough to cover the midriff. Again, please avoid extremes that would call undo attention to yourself and distract from the light of Christ in your life. We ask that women restrict their piercings to only the ear.
 - Footwear is to be worn on the grounds at all times for safety purposes and per state regulations.
- LODGING:
 - Summer staff members will be housed on the Lake Ann Camp campus.
 - Counselors may be moving to a different cabin each week, depending on assignments.
 - There is very little security in your cabin, so it unwise to keep valuables there.
 - Please do not enter buildings that are designated for those of the opposite gender.
 - Socializing should be done in "common" areas (Red Canoe, Dining Hall, Welcome Center)
 - Private staff residences are off limits.

- **FOOD:**
 - Your example is very important, so your attitude about the food is important.
 - The slogan, "The food is always good" should be your general attitude.
 - If there is a food item you do not particularly like, just say, "No thank you" without comment.
 - Please don't ask for a special diet except for health reasons.
 - Kitchen – Please do not go into the food prep area unless you are on duty.
- **ELECTRONIC DEVICES:**
 - Plan to make phone calls on weekends or your chapel time off. If you have an urgent call to make, please ask a full-time staff member. Please do not encourage incoming calls.
 - For emergency purposes, please keep your cell phone on or near you at all times. This allows the Health Clinic, lifeguards, and other full-time staff to contact you in an emergency. Please note that you should not be using your cell phones for personal reasons while on duty with your campers. Remember your campers are watching your every action and they recognize when you are not engaged in the activity with them.
 - Since we want to encourage individual creativity, reflection on God's Word and His work, and the developing of interpersonal relationships, we ask that you limit electronic devices in the cabin to situations like using Christian music to support spiritual growth in your campers.
 - We do have Wi-Fi available in the Welcome Center and ARC for personal laptops, but we ask that you use it in either the Training Room or Board Room, not the Welcome Center lobby.
 - Please do not use Wi-Fi on Monday mornings during camp registration, as there is a high demand for bandwidth during this period, and registration needs to take priority.
- **SNACK PRIVILEGES:**
 - One small pop and one small slushee per day from the Red Canoe. Slushee allowance is once a day. This means you may not have two small half pop/half slushee combos twice a day. If you would like to do a slushee/pop combo you may once a day and that will count as your slushee for the day. Please remember that these snack allowances are a privilege. Any taunting/teasing of the Red Canoe staff for these policy restrictions is prohibited and may result in a loss of privileges.
 - Each staff member will have the option of charging their purchases to an account which will be deducted from your paychecks.
- **PRANKS:**
 - All campers are to be treated with respect.
 - No staff member is to torment, pull pranks or practical jokes on any campers or staff for any reason, at any time.
 - At the same time, you are to accept the tricks or jokes that campers play on you unless it is destructive or distracting to the program.
 - Camp staff must be an example, therefore, no "in house" pranks that would set the pace for the campers to follow are allowed. Even when the camp is not in session, staff members should not engage in fun/pranks that would hurt the inner staff relationships.
 - No one is to be forced down the water slide or thrown into the lake.
 - Food fights are absolutely not tolerated in the buildings.
- **STAFF DATING:**
 - The camp approves of dating interest among adult staff members if the motives and conduct are wholesome and becoming to a Christian testimony.
 - The general guide is to conduct yourself in such a way that the campers have to "guess" about whether you are dating.
 - No dating between the college age and high school age support staff members.
- **RELATIONSHIP TO CAMPERS:**
 - Guy counselors should not write to girl campers, nor should girl counselors write to guy campers.

- Your relationship with campers this summer is a result of your specific job duties. As such, it is not appropriate for you to continue that relationship once camp is over without the approval by the camper's parents. Many parents are very grateful for the influence you have in their child's life here at camp but will also be very uncomfortable if they know that relationship continues after camp is over. It is the camp's position that is not appropriate for you to stay in contact beyond the camp experience.
- OFF-CAMP TRIPS:
 - In respect to the team concept, we ask all staff members to remain on-site from Monday at 7:30am until Saturday at 2pm.
 - The only exceptions will be to run errands as directed by a full-time staff member.
- SUMMER STAFF CARS:
 - Cars are to be locked and parked in designated areas (in the north parking lot by Petoskey Lodge).
 - Please do not ask to borrow camp or staff cars.
 - Please do not park/drive in front of cabins, etc. on the weekends.
 - Golf carts are only to be used by full time staff and Program Directors
 - Any summer staff car parked in the main parking lot after 9am on Monday of a scheduled camp week will be fined \$25 per offense.
- MAIL: Your mail will be placed in the appropriate mailbox in the training room (or right outside the board room). Everyone understands the excitement of receiving letters, but mail will not be available until lunchtime, and even then you must remember that mail is second place to campers and the program.
 - All mail and packages can be sent to you at the addresses below. Please make sure to pay attention to the method of shipping for all mail & packages to prevent you from having to pay additional postage for your packages on arrival.

US Mail (Letters):

Your Name
 PO Box 109
 Lake Ann, MI 49650

Fed EX / UPS (Boxes / Packages):

Your Name
 18400 Maple St
 Lake Ann, MI 49650

- LAUNDRY:
 - The camp has a coin operated laundry room which you are welcome to use during the weekends and on your time off.
 (Please use your own coins as the fee pays for energy and the up keep of the machines)
 - Please be respectful of fellow staff members and avoid leaving completed loads in the machines for extended periods of time as others may be waiting in line.
- CAMP PROPERTY:
 - Please respect the possessions of the camp.
 - Camp owned TV's, projectors, cameras, vehicles, etc. may not be used for personal use under any circumstances.
 - We have limited resources and using these items for personal use adds additional wear and tear on our equipment that we cannot afford.
 - Please respect that we are trying to be the best stewards of what God has given us and do not use these items for personal use.
- SWIMMING:
 - There must be a certified lifeguard on staff at Lake Ann Camp or a certified lifeguard approved by the administration at the designated swim area.
 - There is to be no swimming after dusk.
 - Please do not invite the lifeguards to participate in activities while they are on duty.
 - Staff members interested in swimming across the lake may do so on a one boat per swimmer basis with a lifeguard on duty.
 - Swimming across the lake may not be done in conjunction with regular swim times for campers.
 - Any infringement of this guideline will forfeit your privilege for the summer.
 - This applies on weekends as well.

- **STAFF CHILDREN:**
 - It is important for families who live here to have as near normal relationships with their own children as possible.
 - Therefore, please do not tease or play with them in such a way that encourages habits the parents may not want.
 - Do not give these children candy and soft drinks unless the parents help to determine the amount.
- **CHILD ABUSE:**
 - Every contracted staff and volunteer staff member is responsible for the safety of our campers.
 - No one shall be involved in non-accidental physical or mental injury or abuse, whether it occurred at camp for before camp, to the Executive Director or Head Health Officer.
 - He or she will then notify the child protective services.
- **INSURANCE:**
 - Workman's compensation insurance is provided in the case that you sustain and injury as a part of your working at the camp.
 - If injured at Camp, immediately notify the Health Officer.
 - Do not go to urgent care/emergency room on your own.
 - Proper documentation must occur **and** be initiated immediately.
 - Not all injuries are eligible for workers compensation, and therefore, employees must contact the appropriate Camp staff when injured.
 - If you are injured on work time, doing assigned work tasks, your situation is likely to fall under the Workers Compensation policy
- **LEAVE OF ABSENCE**
 - If you become ill at Camp for a prolonged period (3 or more days), it may become necessary to send you home.
 - In most cases, staff will be granted an unpaid leave of absence until recovered and able to return to work.
 - If you experience a family emergency, the Camp will work with you on granting an unpaid leave of absence.
- **PERSONAL SPORTS EQUIPMENT**
 - You are not permitted to share personal sports equipment with campers or guests.
 - Lake Ann Camp is not liable for lost or stolen property.
- **WEAPONS**
 - Firearms (IF you have them) must be locked in your personal vehicle or surrendered to a full-time staff member, to be returned to the person at their departure.
- **PETS**
 - No pets are allowed to be brought to camp for the summer.
- **DAMAGE POLICY**
 - If you damage or notice damage to camp property that you are using, report it to your supervisor immediately.
 - You will not be asked to pay for damage caused by an accident that occurs during the legitimate use of equipment.
 - You will be held responsible for the illegitimate use of equipment which could include discipline and financial reimbursement. Illegitimate use would be using equipment for a purpose other than what it was designed for or using equipment for purposes other than the camp.
- **TERMINATION**
 - Staff members may be terminated from employment without grievance.
 - Terminated staff members will be paid for the days he/she worked up to and including the day employment is terminated.
- **PICTURES, VIDEOS, & SOCIAL MEDIA**
 - We value the safety and security of our campers, and as a result, members of the staff of LAC are not allowed to take any personal photos or videos of campers at any time.
 - Pictures and videos of campers cannot be posted to personal social media accounts.
 - Our campers' parents have given permission to LAC to take photos and videos and utilize them in our social media accounts exclusively.