



**“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.”
2 Peter 3:18**

Mission:

To share Jesus Christ with campers and nurture their growth 1) in grace, 2) in knowledge and 3) in giving praise to God so they will take the next step of faith.

Objectives:

1. Campers will GROW in grace by experiencing the love and forgiveness of the Father through prayer and interaction with camp staff and fellow campers.
2. Campers will GROW in the knowledge of God’s Word and how it is relevant to the issues they face. Classes, small groups, discussions, quiet times and worship will facilitate this growth of knowledge.
3. Campers will GROW in giving praise and glory to God through singing and worship as well as through learning how to live praise-filled lives.

Making An Impact . . .

We will **INTRODUCE** each camper to Jesus through relationships with Godly counselors, teachers and staff. (Ephesians 5:2a)

We will **MOVE** each student toward a life-long walk in the light. (Ephesians 5:8-9)

We will **PROMOTE** peer group relationships that will encourage faithfulness to God through their love, friendships and service to others. (Ephesians 5:2b)

We will **AFFIRM** each student’s worth by recognizing each one as a valuable creation of God, made in His image. (Ephesians 5:1)

We will **CULTIVATE** in each camper the desire to know God better through quiet times, Bible study, prayer and worship. (Ephesians 5:10)

We will **TEACH** Bible truths that will provide a strong foundation on which each student can build a personal faith as he/she matures. (Ephesians 5:18-19)



HORIZON

WHERE HEAVEN AND EARTH MEET

Welcome To Horizon!

As you prepare for your time at Horizon, we ask that you prayerfully consider your position. We pray that in you, every camper may see Christ's love demonstrated as never before. It is up to you and God's Spirit working through you to reach these campers. Determine now to set a good example, to put the campers first and to truly live God's love and grace.

We hope you will join with us in praying constantly for our staff and campers. This book is to be a guide to help you know the guidelines, principles and philosophy that will help us, every staff member, to be successful. Refer to it often.

Every staff member is an important part of the Horizon process. We ask that you take your assigned role seriously and for this week, let nothing or no one distract you from this role.

We hope you have prepared your heart and hands for serving our campers this week. We purposefully have planned opportunities during orientation for our staff to engage in worship together and time before our campers arrive for you to spend time praying, meditating and worshipping to prepare yourself for this servant role.

Horizon week is unique in that those ministers who bring students to camp plan each session. This ministry staff is here to fully support you in your role at camp. Everyone has different responsibilities on our staff, and again each staff role is very important.

On behalf of the OCHorizon Board, welcome to camp!

Tyler Cope



Horizon Protection and Prevention Policies

Horizon is given a sacred trust by the parents of our campers. We must be prepared to protect the safety of our campers and establish clear-cut guidelines for the conduct of those who have oversight of our campers. This policy is for all staff.

The conduct of all who minister in the name of Jesus Christ is of vital importance to the church because these representatives convey an understanding of God and the gospel's Good News. Their manner of life should be a demonstration of the gospel in the church and the world.

It is the policy of Horizon that all Summer Staff, Volunteers and Board of Directors are to maintain the integrity of the ministerial relationship at all times. Sexual misconduct is a violation of the principles set forth in Scripture, and also of the ministerial employment and professional relationship, and is never permissible.

The staff is to refrain from any implied or explicit form of sexual misconduct. As God who called you is holy, be holy yourselves in all your conduct. (I Peter 1:15) Horizon has adopted the following policies to provide additional security for our campers. These policies are for the protection of the campers.

1. Avoid One-on-One Contact.

a. Adult to Camper: Adult leaders should use extreme care in avoiding one-on-one encounters with campers. In situations that require personal conferences, the meeting is to be conducted in view of other adults and campers. If a camper approaches you when you are alone, move quickly to an area where there are others or ask the camper to meet you somewhere else (in a public area) in a few minutes. No private or personal counseling is allowed behind a closed door for any reason.

b. Camper to Camper: Care should also be taken to minimize one-on-one encounters between campers. Inside-access dorms have an open-door-while-occupied policy. In these dorms doors must remain unlocked and open while occupied. Suite dorms' pass-through doors must remain open while occupied.

2. Respect Campers' Privacy. Adult leaders must respect the privacy of campers in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must respect campers' privacy in any similar situations.

3. Constructive Discipline. Discipline used at camp should be positive and constructive. No corporal punishment is permitted. If behavioral problems escalate, involve Ministry Staff and Directors immediately.

4. Hazing is Prohibited. Physical hazing and initiations may not be part of any camp activity.

5. Campers' Responsibilities. All campers are expected to conduct themselves within the principles set forth in the Camp Guidelines. Physical violence, hazing, bullying, theft, verbal insults, and drugs and alcohol have no place at camp and may result in the removal of a camper from camp.

6. Nakedness. Shower with discretion. Counselors/Staff should shower away from campers. Public nakedness is not acceptable at any time. Model modesty in dress at ALL TIMES.

7. Language. Avoid conversations about things that have "sexual overtones," "coarse joking" and "racial joking." Make sure that conversations have spiritual and wholesome tones.

Responding to and Reporting Abuse if a child discloses abuse to you.

You want to keep your cool by not panicking or overreacting. Don't criticize the student. Be careful to avoid making him/her feel guilty and listen intently without offering advice or physical contact. You will need to inform the student that you will immediately seek out a Camp Director who will in turn involve a Ministry Staff member to deal with this issue. You will NOT discuss this information with campers, co-counselors or other staff. You will be asked to make an initial statement as the Camp Director/Ministry Staff will report this suspected abuse to authorities.

If the suspected abuse occurs at camp, the suspected abuse must be reported to a member of the Executive Board and proper authorities. The child will be removed from all contact with the accused. The parents will be contacted by a Board member immediately. **You must report any suspected abuse.** The Horizon staff members are afforded much trust; they must avoid the appearance of impropriety which diverts us from the goal of our ministry together.

Horizon staff members agree to conduct themselves following these basic guidelines:

- We never physically harm a camper or put a camper in harm's way
- We always hug appropriately
- We always counsel in public places
- We never let campers fight or be put in any physical danger
- We always encourage campers and never use negative nicknames, racial phrases or offensive or degrading terms
- We never spiritually harm a camper
- We always pray for our campers
- We always teach and stand for God's truth
- We always try to set the right example in speech, life, dress and conduct
- We humbly serve our campers

***All staff members must sign a consent to comply form before camp begins.
Failure to do so will remove you from the Horizon staff.***

Protect Our Campers

We believe you are here for a noble purpose this week: to personally care for our campers. Please be sure you review all information in the Staff Handbook and familiarize yourself with all schedules, policies and procedures of camp. If you have any questions about information contained in this booklet, please contact a camp leader.

The parents of our campers have entrusted you, and the rest of our staff, with the care of their children for the next few days—a responsibility that none of us takes lightly.

They expect you to provide a safe, positive, caring and spiritually nurturing environment for their child. Anything less is not acceptable to these parents or to Horizon.

You are asked to humbly serve our campers this week. You are asked to put off all the things of this world so through your actions, attitudes, words and dress ... you may be a reflection of Christ to our campers.

How can you balance and manage this heavy load of responsibility?

Putting Campers First

1. Camp is for campers. It's easy to say, but harder to practice. This week is not for you, it is for them.
2. There is no such thing as an "off duty" counselor. You have signed on for 24 hours a day. Every minute of every day from start to finish you will model Christ and serve these campers.
3. Leave your ego at home! We are all one team, so work together.
4. Call each camper in your group by their NAME.
5. Involve all campers in your group. Work on the involvement of every student from the starting group time until the closing assembly.

Do not let anyone treat you as if you are unimportant because you are young. Instead, be an example to the believers with your words, your actions, your love, your faith and your pure life. (1 Timothy 4:12)

Understanding of Privilege

Your staff application has been approved under the following conditions:

1. The information on your staff application is true and correct.
2. You have never been convicted of a felony.
3. You have disclosed any physical or mental restraints that might limit your ability to work in this volunteer role.
4. You understand fully the responsibility that you take for the care and well-being of our campers.
5. You understand fully that you must be an example of Christ and should foster the spiritual growth and well-being of our campers.
6. You understand that we reserve the right to remove you from the camp staff at any time without explanation.
7. You understand that this is a servant role. A humble and graceful spirit is necessary.
8. You understand that a violation of any camp policy or rule is grounds for immediate dismissal.

The Horizon Board and/or the Camp Director reserve the right to immediately remove you from camp and campus without explanation.

General Camp Information

Attitudes

Your attitude makes a difference! Every year at camp there are minor adjustments that must be made during the week. Your attitude toward these changes (and all other aspects of camp) will help determine the attitudes of those around you. If your attitude is positive, you will be reflecting the love of Jesus and you'll add to the overall spirit of camp.

Baptisms

As the Spirit touches hearts, campers may choose to accept Christ and discuss these decisions with you. When a camper is thinking about such a commitment you should notify their YOUTH MINISTER and let them counsel with the camper.

ID Bracelets

All campers and staff will be given wrist bracelets. They are to be attached to the wrist only and are not to be removed during the week. Bracelets are waterproof for swimming and showering. If a camper's bracelet is broken, it must be replaced immediately.

Cafeteria

Counselors will be admitted to the cafeteria with your STAFF ID badge. All campers must wear their bracelets to enter the cafeteria. Campers must conduct themselves in a courteous manner while in the cafeteria. Absolutely no food fights or games are allowed. Please make sure to put all trash in the appropriate bins after meals.

Class Participation

Counselors should set the example for campers in all classes. Counselors who have a willing spirit to help the teachers in classes will be greatly appreciated. Take good notes during the classes and use these lessons for "teachable moments" in your group times.

Counselor Meetings

Counselor meetings will be held each day. This is a time of prayer and sharing, and they are **NEVER OPTIONAL**. Counselor orientation is required.

Counseling Teams

Each group will have a team of counselors who will work and pray together. Please work as a team to assure that your students are adequately being cared for.

Curfew & Room Check

Curfew is scheduled, but may be adjusted by the Camp Director because of daily schedule changes. Curfew must

be enforced by all staff. Room check must be conducted within 10 minutes of curfew. All group counselors must turn in written reports to dorm supervisors within 15 minutes of curfew.

Dress

The clothing policy is simply this—no halter-tops and no t-shirts with inappropriate sayings, designs or holes are allowed. Modest shorts can be worn during the day and evening times. Campers do not have to dress up for the evenings. Note: You need to exercise good judgment in determining whether or not shorts are proper. If they are not, you have the full authority to send the camper back to change. Remember, your dress should always model modesty!

Dorms

Dorms are closed to campers from the first morning gathering until after lunch. Dorms should be kept clean and neat. Dorms are also closed during the afternoons at some camps for a limited time. We encourage campers to join in the activities instead of remaining in dorm rooms during the afternoons. OC provides good accommodations for our camp. These buildings should be kept in a clean and neat order. Do not move furnishings. Report maintenance issues or damages. Students will be charged for damages.

Departure Schedule

We will let you know about check-out procedures as camp comes to a close. You are an active part of helping us make sure the campus is ready for camp close-down. Counselors who do not fully comply with check-out procedures will not be asked to return the following year.

Electronic Equipment & Cell Phones

Absolutely NO radios, walk-mans, TVs, CD players, laptops, DVD players or such items are allowed. These items should be collected and the student's name, home church and dorm room number marked on them. They should be given to the dorm supervisor who will immediately hand them over to the student's Youth Minister or sponsor.

Counselors should set a good example by not having such items in their rooms. Do not show movies in the dorm rooms. It is against camp policy for campers to possess cell phones while at camp. Counselors may carry cell phones during the week and they may be used for communication purposes. **You should never allow a camper to use your phone to call home or others.**

Encourager

Be an encourager! Make sure you are doing things to make others feel good about whom God made them to be. No negative nicknames, inappropriate competition or put-downs are allowed. Camp is a place to feel good about who you are and who made you.

Social Networking & Posting Pictures of Students

Please give up all social network postings for the week. Never post pictures of your students on your social network pages. We ask you to "fast" from Facebook, email and any other Internet use for the week. As a Horizon staff member you should fully concentrate on serving your students. *Counselors and Support Staff are to never post pictures of our students on the Internet.*

Groups

Groups are so important to the success of the camp experience. Please make sure your group starts off strong. We will discuss in staff orientation some key dynamics to group success. Be ready to minister to all our students. The size of your group will be given to you at orientation. You will be working with co-counselors within your camp group.

Illegal/Improper Substances

Any possession or use of tobacco, alcohol or other "drugs" is strictly forbidden anywhere and anytime. Any person found to be in violation of this rule will be dismissed from camp immediately. NO EXCEPTIONS!

Inclement Weather / Fire Alarms

The Director's office continually monitors the weather. Please follow the instructions given by dorm staff or from public address in the event of inclement weather. If the fire alarm sounds in the dorms or any other building, you must evacuate immediately. It is very important that you account for everyone in your group during emergency situations.

Information

CAMP CENTRAL

The information center will be staffed during "awake" hours of camp. All check-ins and check-outs should happen through the information center. This is a good place to meet visiting parents. All VISITORS MUST CHECK IN AT CAMP CENTRAL. If you have a staff problem, lost name badge, lost wristband or other lost items, you should check

at CAMP CENTRAL.

Key Check-In

Rooms must be inspected and a check-out sheet signed before your campers will be allowed to turn in their keys. Please be available to your campers so they can take care of check-out. You will be instructed when check-out procedures will begin.

Keys - Staff Deposit

Counselors and staff are required to make a \$20 key deposit for their room key. This deposit will be returned upon surrender of the key at the close of camp.

Late Nights & Rest

A rested counselor is the most effective one, so use your night times to rest. Counselors should not leave their dorms at night unless special permission has been given by the Directors. You cannot go to sleep until all students in your group are accounted for in their OWN rooms and their lights are out.

Lights Out

You must be consistent with lights out in the dorms. When the Director calls for lights out, all counselors must enforce the time.

Lost & Found

Items lost in the classrooms and other buildings will be taken to Camp Central. Dorm lobbies will serve as LOST & FOUND areas.

Maintenance Requests

If a shower stops working or a lock will not lock, please complete a maintenance request at Camp Central. The earlier in the day you submit a request, the quicker the response time from the OC Maintenance department. A/C units in some dorms will freeze up if the thermostats are turned down all the way. Outside-access dorms should keep their doors and windows completely closed while running A/C units.

Meeting Spots

Counselors should designate an outdoor campus meeting spot for their groups on the first day of camp. This is very important for Horizon students. Your group can always use this designated meeting spot for gatherings. Please report your meeting spot on Monday at the first counselor's meeting.

Ministry Staff

Youth Ministers fill many different roles at camp, including teaching. Counselors should feel free to contact the ministers from their camper's respective church homes when needed for assistance or counseling. All of us will work together in the best interests of the campers.

Pairing Up

There will be NO pairing up with other counselors or campers in any romantic sort of way. Remember why we are here! If you are dating someone here at camp, we do not want to know that nor should any camper know that during the week.

Prayer Time

Counselor teams need to MAKE time each day to pray together for the campers in their group. This is important! You will also need to spend a few minutes planning group games/dynamics and planning for the next day. Good counselors pray together...and communicate with each other!

Relationships

We are here to "fellowship" and build great relationships. We DO NOT encourage "camp dating" or "camp romances." If you have been at other camps which have banquets, date nights, etc., those things are not what we want our campers focused on during this week. Please NEVER be an encourager of "camp romances."

Quiet Time

Each session conducts Quiet Time in a slightly different way. You will be briefed at Staff Orientation on how to best use your student journals and quiet time. Please make this an important part of your camp group.

Rooms & Room Check

Counselors at all sessions will have a cluster of rooms (which will house students in their group) in the dorms. You are responsible for these rooms in the dorms. Counselors, check every room you are responsible for during the rest period time on the schedule and at curfew. No furniture can be moved out of any room. Please check to make sure that the room is clean and presentable every day, and that all the furniture is in the room. Every camper in the room will be responsible for any damage to windows, walls and furnishings. Any room damage must be immediately reported to a dorm supervisor.

Support Staff

Though our support staff all have pre-assigned duties such as Dorm Dads, Dorm Moms, Supervisors, Security, Snacks, etc. --- they will be asked to work together as a team and support each other through serving our campers and counselors this week. Support staff will have daily morning briefings.

Schedule

You will receive a copy of the camp schedule and it is also available for download at www.campoc.org. **Everyone is expected to keep the schedule.** We will review the camp schedule at each counselors' meeting and give you pertinent information and updates. Please, always take notes and communicate fully with your campers.

Security

Oklahoma Christian's police officers will patrol our facilities and dorm areas. If you ever see anything suspicious, call campus security (5500 on any campus phone) or alert an adult with a two-way radio who can contact security. Adults with our CAMPERS must have appropriate staff badges or a visitor name tag on. All dorms are to remain locked and must have electronic key access to enter.

Sickness

When a student is ill, they must be taken to our camp clinic. If there is an emergency with a student please find a staff member with a two-way radio to call for the camp EMT/Nurse. Students may not be left alone in the dorms. See our medical & medication policy for more information.

Staff Identification

You will be given a staff identification badge. Your name should be clearly marked on that badge. Your staff badge will serve as your meal ticket. **YOUR STAFF BADGE MUST BE WORN AT ALL TIMES ON CAMPUS.** You should never let a camper wear your badge. Report any suspicious activity to a staff member or to campus security immediately. Protect the safety of all our campers.

Staying on Campus/Parking

No one is allowed to leave campus unless approved by lead staff. We encourage our staff to remain on campus for the whole week. Park only in designated areas. Please do not leave the dorms or campus in the evenings after curfew. Your campers expect you to be there. The designated Horizon parking lot is at University House. Please make sure your car is parked and remains in that lot.



HORIZON

WHERE HEAVEN AND EARTH MEET

Camper Illness & Injury Policy

Standard and reasonable care will be given to help our campers and staff maintain their presence at camp in good health. The following policies should be adhered to by all camp staff:

- All medication given to campers must be administered by our medical staff. All medication of campers should be well marked and checked in with the camp nurse's office upon arrival. Exceptions will be given for asthma emergency inhalers, but the medical staff must have all exceptions in written record
- Medical staff will review medical notes, release form and written instructions from parents before administering any medication
- Medical staff will keep records of medication and dosage given to each camper
- Medical staff will attempt to NOTIFY parents immediately if:
 1. Student has a fever
 2. Student has an injury that requires more than simple first aid
 3. Student has symptoms of an infectious disease or chronic or reoccurring problem
 4. If there are any questions about student's medications
- Medical staff will keep written records of any injury reported (minor or major) and records of attempts and phone conversations to notify parents/guardians
- Medical staff will notify a student's sponsor (Youth Minister) for any of the above listed items
- Medical staff should refer to a medical clinic or ER if there is any question on a student's condition. In non-emergency situations the child's sponsor should be notified and they should transport the student to the proper facility. In life threatening emergencies 1) please call 911 2) notify campus security 425-5500 that medical services are on the way and your present location ... security will meet and escort EMT/ambulance to the proper location on campus 3) notify parents 4) notify sponsor or minister 5) notify Director's office
- A list of sponsors/ministry staff cell phones will be provided to the medical office the first evening of camp
- If medical staff deems it necessary for a student to be dismissed early from camp for health reasons, the Director's office should be notified immediately and proper arrangements made for early check-out
- A fever lasting more than a few hours is grounds for early dismissal. Continuous vomiting, dehydration or suspicious contagious disease are all grounds for early dismissal. Students should not remain in camp with continued illness
- If the medical staff calls a parent under a condition listed above, please schedule a time for an update for the parent and return the call. Please be courteous to "worried" parents and update them on their child's condition
- Our camp medical staff is here to treat minor emergencies and administer regular medications



2024 Camp Guidelines

Failure to comply with these guidelines and instructions by camp staff is grounds for immediate dismissal from camp. Horizon Directors reserve the right to dismiss students in violation of these guidelines at any time during the camp week with no refund.

1. The use of tobacco, alcohol or illegal drugs in any form is strictly forbidden. Proper authorities will be called if illegal substances are discovered.
2. Portable electronic devices including **cell phones**, CDs, MP3 players, iPods, DVD players, Laptops, etc. are not allowed.
3. No weapons, pocket knives or fireworks are allowed on campus.
4. Students must use sidewalks while moving from building to building.
5. Modest clothing should be worn at all times... NO t-shirts with inappropriate sayings, NO short-shorts, mini-skirts, halter tops, or mid-drifts allowed.
6. All students must remain on campus during the camp week. Students may NOT check in and out.
7. Camp is closed and outside visitors must check in and out. Visitors must be over 18 years of age or accompany an adult. Parents and visitors are not allowed in dorm residence areas after check-in closes.
8. Students cannot drive cars on or around campus during the camp week. Cars must be parked for the week in a designated parking area and marked with a Horizon parking permit. Groups are encouraged to arrive on campus together.
9. Food fights and food games are prohibited in the campus cafeteria.
10. Students are expected to conduct themselves in a courteous manner while in contact with others.
11. Students are to show respect for counselors, staff and workers.
12. All illness or injury must be immediately reported to the camp nurse's office.
13. Skateboards, skate shoes and bikes are not to be brought to camp.

Understanding the Campers

Who are they? What will the campers be like? What does it mean to you? How do you use your understanding of them so you can be an effective camp staff member?

Ages 12 to 14 (Typical Horizon Middle School) What are they like?

- Uneven and rapid physical growth. Girls usually develop sooner than boys
- Beginning to develop independence by growing away from family ties and influence. However, they still want reassurance from the counselor, supervision and attention to daily needs
- Make selective friendships. Have two or three best friends. Younger ones prefer friends of their own sex
- Close friendships begin to develop
- Puberty approaches and emotions begin a roller coaster ride
- Enjoy practical jokes
- Display mannerisms of giggling, squirming and horseplay

Meaning to Counselor:

Campers may be self-conscious or very modest about their changing bodies. Some are developing quickly and others not at all; either way, they are uncomfortable. Girls may have more physical strength and coordination in sports than boys. Arms and legs are pretty awkward on the ball diamond and at the dining table until the muscles catch up.

- Bigger campers cannot be expected to act older than smaller ones of the same age
- Their bodies are changing every day, so they don't even know themselves anymore
- Like to argue, but will compromise. Will test the rule to see how far it "bends." Will put up an argument where they feel it is traditionally expected—dining hall clean up, lights out, etc. Ready-made decisions from adults are rejected
- "Buddies" want to eat together and dress alike
- Younger boys prefer to do camp activities with other boys. They will tolerate girls in camp, but do not want to be paired off with them. They do not want to touch or be touched by a girl
- Intensity of emotions and feelings can sometimes be extreme. Best friends can become worst enemies in less than a minute. They can be wickedly cruel, with words and actions, to each other
- Counselors often are a favorite target of pranks
- Horseplay can easily go from play to a situation where a camper feels unsafe or out-of-control

Things to keep in mind when working with the camp-age youth in general:

- They will be action-oriented
- Keep them busy and make it fun
- They have a limited attention span
- Encourage them to make things they can take home from camp
- Let them assist in deciding what is done by the group
- Let them know what is expected of them
- Praise them individually and as a group for the tasks completed
- Be sincerely interested in them as individuals at all times
- Get involved in their activities and they will be more likely to listen to you
- All campers will have individual abilities and resources
- Need to feel a sense of belonging
- Great faith shaping

Ages 15 to 18 (Typical Horizon High School) What are they like?

- (See all the characteristics above)
- Developing independence
- Developing abstract thinking
- Need to fit in
- Influenced greatly by peers
- Faith shaping
- Concerned about body image
- Range of size and maturity
- Sexual attractiveness
- See adults as fallible
- Desire respect
- Students come from a variety of backgrounds, family lives and experiences

Some Issues You Might Deal With At Camp

Homesickness

Our goal is to make camp a positive experience that will bless each student for the rest of his/her life. We cannot work with them if they do not stay. We pray that all campers who come will be able to make it through the entire week in a positive manner and will feel good about that accomplishment. However, if their staying will not be positive for them or the other campers in their group, we will want them to go home. Here is our approach to dealing with homesickness:

A. LOVE & ATTENTION: THIS IS A HIGHLY CONTAGIOUS DISEASE. If a student in your group is showing signs of homesickness, be sure they are given individual attention by one of your counselors.

B. COUNSELING APPROACH:

1. LIST the positives and negatives of camp on a piece of paper.
2. ASK, "What would you be doing if you were at home?"
3. CONTRACT an agreement as to when you will talk about the problem again and what you will do in the meantime.

Find out their favorite activity coming up and schedule a check-up right before the activity. Set an exact time for that check-up and make the camper responsible for locating you and talking to you. If they do not come, that's great! If they try to talk to you before that time, remind them of the agreement and assure them that you will be happy to talk with them about it at that time.

C. QUARANTINE: Handle as much of the homesickness as possible within your group of counselors and without it becoming so much of a distraction that you cannot adequately meet the needs of your other campers. When you have made contracts several times and are at an impasse, the next step is to go to the head counselor.

Swearing

Inappropriate language should not be tolerated. It can be a habit (because of a camper's regular environment) or can be used to get attention. You will need to decide how to approach the subject with a camper based on which way it is being used. Remember we are to say only "encouraging" and "uplifting" things to each other.

Fatigue

Busy camp times can wear campers and staff out. Rest when it's rest time. Sleep when it's evening. Fatigue brings on irritability and spreads among the group. Lights out should be enforced to make the most of each camper's experience.

Illness & Injury

Campers who experience illness at camp need to see one of the members of our camp medical staff. Counselors should escort students (with another student or counselor, not alone) to the medical office or find a staff member with a 2-way radio who can page a nurse. All injuries must be reported. NO COUNSELOR has permission to administer medication to campers. You should not keep any medication accessible in your rooms. All medication must be checked in with the camp medical staff.

Personal Hygiene

Sometimes campers feel embarrassed or uncomfortable in public showers, so they choose not to shower or brush their teeth, etc. These situations become obvious to us as the camp week goes along. Gently encourage campers to care for themselves. Allow them private time to shower without embarrassing them. If they have limited clothing and it needs to be cleaned, please help them find the laundry facilities. Campers should keep their rooms picked up to help with personal hygiene issues.

Fire Alarms & Storm Safety

Obviously, you should instruct your campers to evacuate any building in a speedy and organized manner in the event of a fire alarm sounding. Please call roll for your group at a safe distance from the building. The fire department will ALWAYS respond. It is against the law to set off a false alarm; it is punishable by law and is grounds for immediate dismissal from camp. In case of severe storms, please check with Camp Central on where to take your group.

Violations of Camp Guidelines

All students and staff must follow the camp guidelines listed in this handbook. Violations of these guidelines should not be tolerated and must be reported.

It's A Team Effort!

We approach this ministry as a team! The Ministry Staff has used the last few months to pray and plan for these sessions. Every staff member has a role in the ministry and care of our campers. Some of these roles are very visible and some are in the background. Whether you are serving on the stage or behind the curtain, please know your service is important.

Who Is On The Team?

- * Camp Director Overseeing, instructing and guiding the team
- * Camp Lead Staff Depending on the session, this role is filled by one or two people who serve as supervisors of our staff. They are here to guide, pray and instruct.
- * Support Staff This group of people serve as helpers in the dorms, receptionists, set-up crews and a variety of other roles. Some may be referred to as "Dorm Parents", but don't let that title fool you - this is truly a Support Staff role that is much more than serving in the dorms.

- * Director's Aid These great people report to the Camp Director and work long hours behind the scenes to make sure we are always ready for our next camp event.

- * Clinic Staff Medical Staff to care for our kids
- * Ministry Staff The Ministry Staff is the team of full-time Youth / Children's Ministers who have been planning all year for these sessions. They will lead events throughout the week, teach classes and be readily available to assist our counselors with students.

Whatever role you have been assigned, please remember to HELP when help is needed.

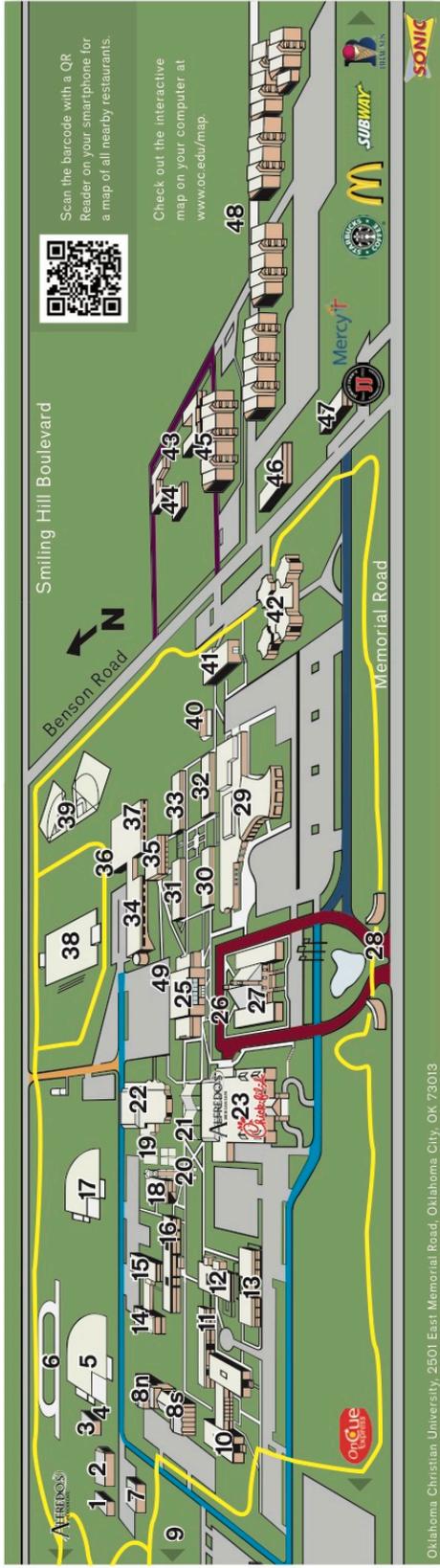
Support Staff - Dorms

Support Staff members are **not counselors' supervisors**. You are here to support the counselors in their hands-on task of ministering to our students. You are here to pray with counselors, encourage them and every once in a while give them a break. You are here to TEAM with them in this ministry to our campers.

Great Camp Counselors...

1. *Never assume your playful sarcasm, especially the use of nicknames, will be taken as you intend it.*
2. *Always follow through on what you say you'll do. Never promise what you can't deliver.*
3. *Always intervene when you hear campers put each other down. Never believe a camper who says, "It doesn't bother me."*
4. *Pray for your campers often.*
5. *Work together and get along with your co-counselors.*
6. *Check in with every one of your campers every day, and make certain to ask the right questions.*
7. *When in doubt, don't!*
8. *Honor all camp policies and schedules.*
9. *It is always better to be thought of as a great counselor by your director, than to be thought of as a cool counselor by your campers.*

CAMPUS MAP



Oklahoma Christian University, 2501 East Memorial Road, Oklahoma City, OK 73103

ACADEMICS

- 35 Davison American Heritage Building
 - Department of History & Political Science
 - Department of Psychology & Family Studies
 - School of Education
- 46 School of Nursing
 - Department of Nursing
- 29 Garvey Center
 - College of Liberal Arts
 - Department of Art & Design
 - Department of Communication
 - Department of Music
- 41 Harvey Business Center
 - Graduate School of Business
 - College of Business Administration
- 37 Herold Science Hall
 - College of Natural & Health Sciences
 - Department of Biology
 - Department of Chemistry & Physics
- 25 Mabree Learning Center
 - Beam Library
 - Honors Program
- 32 Cogswell-Alexander Hall
 - Help Desk
 - Information Technology Services
- 42 Enterprise Square
 - Advancement
 - Alumni
- 29 Garvey Center
 - Box Office
 - Events Management
 - Phillips Welcome Center
- 31 Gaylord Hall
 - Kim Gather Center for Biology

ADMINISTRATION / OFFICES

- 30 Benson Hall / Johnson Executive Suites
 - President & Executive Offices
- 32 Cogswell-Alexander Hall
 - Registrar
 - Information Technology Services
- 42 Enterprise Square
 - Advancement
 - Alumni
- 29 Garvey Center
 - Box Office
 - Events Management
 - Phillips Welcome Center
- 31 Gaylord Hall
 - Kim Gather Center for Biology

ATHLETICS

- 3 Bobby Murcer Indoor Training Facility
- 2 David Smith Athletic Center (The Barn)
- 5 Dobson Baseball Field
- 39 Jackson Family Intramural Fields
- 4 MidFirst Plaza
- 22 Payne Athletic Center / Eagles' Nest
 - Department of Athletics
 - Department of Physical Education
 - Fitness Center (The Dub) / Swimming Pool
- 38 Soccer Field
- 19 Tennis Courts - Sand Volleyball
- 17 Lawson Softball Complex / Heath Field
- 6 Vaughn Track
- 44 Junior Lorentz Golf Center

LIVING QUARTERS

- 14 Falls Hall
- 10 Gunn-Henderson Hall
- 13 Honors House at Davison Hall
- 45 McNally House Phase 5
- 9 Tealridge
- 12 Titus Hall East
- 11 Titus Hall West
- 8n University House North
- 8s University House South
- 43 University Village Phases 3, 4
- 48 University Village Phase 6
- 15 Warlick Hall
- 18 Wilson Hall East
- 16 Wilson Hall West

STUDENT SERVICES & HANGOUTS

- 23 Gaylord University Center
 - Alfred's Express
 - Chick Fil-A Express
 - Bookstore
 - Counseling Center
 - Mail Center
 - Student Government Association
 - Student Life
 - University Dining
 - Team OC
- 25 The Brew (coffee shop)
- 44 Nowlin Center
- 47 Heritage Village
 - Mercy Clinic

UNIVERSITY VENUES & LANDMARKS

- 20 Freede Centennial Tower
- 29 Garvey Center
 - Hardeman Auditorium
 - Judd Theatre / Adams Recital Hall
 - McInosh Conservatory / Box Office
- 23 Gaylord University Center
 - Gaylord Dining Room
 - Gotcher Dining Room
- 21 Lawson Commons / McGraw Pavilion
- 26 Thelma Gaylord Forum
- 27 Williams-Branch Center for Biblical Studies
 - Scott Chapel
- 49 Hartman Place (Remembrance Area)

OTHER

- 7 Central Plant
- 28 Main Entrance
- 1 Physical Plant Services

STREET NAMES

- LR Wilson Way
- Baird Loop
- Johnson Lane
- Jacobs Court
- O'Neal Avenue

'EAGLE BUCKS' ACCEPTED AT

- Alfred's Express (on campus)
- Alfred's Mexican Cafe
- Chick-fil-A Express (on campus)
- Jimmy John's
- OnCue Express
- Sonic
- The Brew

REVISED 10/21/19

