

## **Basic Policies & Procedures for Camp Sunshine**

Volunteers, for the full list of policies and procedures, please be sure to attend orientation on the first day of camp.

### **Volunteer Requirements:**

1. All volunteers are required to fill out a questionnaire form highlighting their week(s) of choice, position(s) requested and specialty skills.
2. All volunteers are required to fill out the volunteer "job" application as well as the Medical/history background and waiver form.
3. Volunteers are required to fill out a voluntary disclosure statement.
4. Volunteers must read and be aware of Camp Sunshine's sexual harassment policy.

### **Meetings:**

1. Volunteers are required to attend a general orientation, before camp starts.
2. Volunteers will be asked to attend a camp evaluation session (volunteer meeting) near the conclusion of Camp, to discuss the overall camp experience in general (see what worked well, what should be changed, etc.).

### **Schedules:**

1. Volunteers should show up approximately 10 minutes prior to the scheduled event, to meet day camps or set up for the event or activity. (This will insure that children will not be left unattended and that events will go off on time.)
2. Counselors should be familiar with their events, the rules of the event and the equipment needed well in advance of the actual scheduled event. (Contact the Lead Counselor, Campus Director or support staff prior to the event should there be any questions.)
3. Starting of Camp each day: Volunteers will meet with their respective day camps each morning following breakfast in their designated room. The same is true for meeting day camps after lunch, for the afternoon session of camp. The only exception being that the teen group will meet in front of the computers every signing in and out time.

**\*\* All children must be signed in & out of day camp by a parent or guardian\*\***

**Attire/Appearance:**

1. Volunteers are asked to maintain a neat, clean and well-groomed appearance. Your appearance directly reflects upon Camp Sunshine and the perception received by the families, media, and other potential visitors.
2. Please do not alter the yellow volunteer t-shirts.
3. Volunteers working in the kitchen and around food products will need their hair tied back and or/covered by a hat.

**Key Policies:**

1. When volunteers deviate from the group, make sure to have at least 2 counselors with kids at all times.
2. Volunteers are not allowed to administer any sort of medication(s) to kids or guest.
3. Children should either be near their parents or signed into group, at all times.

**Basic Rules of Camp:**

1. Camp Sunshine is a Dry Campus. Consumption of alcohol is not permitted.
2. Be friendly, gracious and helpful towards our guest at all times.
3. The use of drugs will not be tolerated, and will result in immediate dismissal of a volunteer.
4. Be punctual when reporting to camp events. In case of illness please notify your lead counselor and the Campus Director as soon as possible (207-655-3800).
5. Please NO profanity.
6. No gambling allowed.
7. Please, help pick up litter in and around camp facilities and parking areas.
8. Vehicles should be parked in designated areas only.
9. Report ALL injuries to the Campus Director immediately (both volunteers and guest).
10. Meal times: unless a volunteer must eat quickly to prepare for an event or activity, ALL families should be allowed to eat first.
11. Firearms, fireworks and all other forms of weaponry are not permitted at camp.
12. Camp Sunshine is a Tobacco Free Campus. Smoking & chewing tobacco are not permitted on site.
13. The kitchen is off limits, unless you are an assigned volunteer to that area.
14. Unauthorized use of camp vehicles is prohibited (Camp Staff will assign any necessary vehicles). Anyone driving a camp vehicle must present a valid driver's license in good standing to camp staff.
15. Volunteers are permitted to use all campus facilities. Please remember guest/families should come first.

16. Although bonding with our guest/campers is strongly encourage, *volunteers must still remember to maintain both a proper and professional relationship at all times.*
17. All volunteers and guest must wear a PFD (personnel flotation device) when any watercraft is being used.
18. Swimming may only take place at the pool/beach front when a lifeguard is on duty.

*The entire staff here at Camp Sunshine wishes you a great experience of volunteering! We appreciate the effort you are making and the time you have generously elected to give! Any questions or comments please feel free to let us know.*