

CAMP NORTHWARD

Summer 2024

LIGHT
IT
UP

Psalm 119:105

DEAN'S MANUAL





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Deans,

Once again, I consider it an honor to have the opportunity to serve with you this summer at Camp Northward!

Thank you for your willingness to serve as organizers, recruiters, cheerleaders, planners, delegators, and prayer warriors. Thank you for being willing to be silly, sleep-deprived, sore, away from your families, and sometimes even "the bad guy".

Overseeing a week of camp is as important as it is challenging. However, it is equally rewarding and inspiring. The joy of seeing God work in the lives of others, especially youth, is addicting. As you plan and prepare, please do not underestimate the role that you are playing in the Kingdom of God both here on earth and in heaven. Not only are you impacting the lives of campers, but also the countless lives that each camper will impact over the course of their lives. Think of the hundreds of people that one missionary, or minister, or church leader has over the course of their lives. Now, consider how many hundreds of campers have attended Camp Northward over the last 80 years! Your sacrifice and offering to God through Camp Northward is important! Just like Abraham, Isaac, and Jacob, you may not see the outcome of what God is doing in the lives of campers this summer. However, you can be sure that God is working and that He is blessing the work that you are doing.

Please know that the camp staff and I are here to serve you. Our goal is to take care of all the behind-the-scenes' details so that you and your campers can focus on God and His word. We don't want there to be any distractions from the message that God has for your campers. If you have any questions, please let us know. If you have any suggestions, please let us know. If you would like us to pray for you, please let us know. We will be reaching out to you over the next several months. Please feel free to reach out to us at any time.

Again, thank you. Thank you for choosing to join with God in His ministry through Camp Northward. May He, who has deep and unending resources, bless you abundantly so that you can be a blessing to others and so that His name can be proclaimed to everyone!

In "Christ"ian Camping,

Nathan Derico
Executive Director



Camp Northward

Summer Schedule 2024

Dates	Session	Dean	Location
May 31 - June 2	Parent & Me 1st - 5th Grade	Doug Hartley	Cedar Lodge
June 2-7	4th & 5th Grade	Hayden Gregory	Cedar Lodge
June 9-13	Special Needs 1	Matty Simpson	Cedar Lodge
June 9-13	5th & 6th Grade Treehouse Adventure	Brad Milner	Treehouse Village
June 16-20	Special Needs 2	Gary Knight	Cedar Lodge
June 16-18	3rd & 4th Grade Treehouse Adventure	Andrew Gay	Treehouse Village
June 19-21	4th & 5th Grade Treehouse Adventure	Andrew Gay	Treehouse Village
June 23-28	Senior High (9th-12th Grade)	Evan Meyer	Cedar Lodge
June 30-July 5	7th, 8th, & 9th Grade	Noah Spencer	Cedar Lodge
July 5-6	Paintball (7th - 12th Grade)	Nathan Shelton	Cedar Lodge
July 7-9	First Timers 1 (2nd & 3rd Grade)	TBA	Cedar Lodge
July 10	Day Camp (1st Grade)	TBA	Pavilion
July 10-12	First Timers 2 (2nd & 3rd Grade)	TBA	Cedar Lodge
July 7-11	Jr. High Treehouse Adventure (7th & 8th Grade)	Mike Hall	Treehouse Village
July 14-19	5th & 6th Grade	Jimmy Ranshaw	Cedar Lodge
July 14-19	Sr. High Treehouse Adventure (9th-12th Grade)	Brad Milner	Treehouse Village
July 21-26	Jr. High (6th-8th Grade)	Tim Monks	Cedar Lodge
July 28-Aug. 2	Be Creative (7th-12th Grade)	Shawn Young	Cedar Lodge

This year's theme:



Registration begins March 1, 2024! Sign up at www.campnorthward.org

*Note: age indicates the grade the child enters in the fall. Ex. Day Camp is for children entering first grade in Fall 2024.



Camp Northward

Summer Schedule 2024

SESSION	PRICE TIERS			CHECK IN	CHECK OUT
	Tier 1 <i>(through May 1)</i>	Tier 2 <i>(through May 31)</i>	Regular		
Parent & Me	\$45	\$50	\$55	6:00 PM	10:00 AM
4th & 5th Grade	\$210	\$220	\$230	4:30 PM	4:30 PM
Special Needs 1	N/A	N/A	\$280 \$270 - Day Camp Only	By appointment	10:00 AM
5th & 6th Grade Treehouse	\$225	\$235	\$245	4:30 PM	4:30 PM
Special Needs 2	N/A	N/A	\$280 \$270 - Day Camp Only	4:30 PM	4:30 PM
3rd & 4th Grade Treehouse Adventure	\$70	\$75	\$80	4:30 PM	4:30 PM
4th & 5th Grade Treehouse Adventure	\$70	\$75	\$80	4:30 PM	4:30 PM
9th - 12th Grade	\$245	\$255	\$265	4:30 PM	4:30 PM
7th, 8th, & 9th	\$235	\$245	\$255	4:30 PM	4:30 PM
Paintball	N/A	N/A	\$100	6:00 PM	4:30 PM
First Timers 1	\$80	\$85	\$90	4:30 PM	4:30 PM
Day Camp	\$25	\$30	\$35	9:00 AM	4:30 PM
First Timers 2	\$80	\$85	\$90	4:30 PM	4:30 PM
7th & 8th Grade Treehouse Adventure	\$225	\$235	\$245	4:30 PM	4:30 PM
5th & 6th Grade	\$230	\$240	\$250	4:30 PM	4:30 PM
9th - 12th Grade Treehouse Adventure	\$275	\$285	\$295	4:30 PM	4:30 PM
6th - 8th Grade	\$235	\$245	\$255	4:30 PM	4:30 PM
Be Creative (BeCre)	\$240	\$250	\$260	4:30 PM	4:30 PM

This year's theme:



Registration begins March 1, 2024! Sign up at www.campnorthward.org

*Note: age indicates the grade the child enters in the fall. Ex. Day Camp is for children entering first grade in Fall 2024.

Deans & Faculty: Policies (updated 2024)

Camp Northward is striving forward in excellence, as "workers who have no need to be ashamed" (see II Timothy). In light of this, we are updating some policies in an effort to promote safety and faithfulness.

Dean & Faculty Policies

Faculty Recruitment | Each camp session's faculty must be finalized at least **nine days prior** to the start of the session. Once that deadline is here, no faculty may be added and we request that no other major changes be made once that window is shut. This will give the staff, deans and faculty a full week to finalize plans and details.

A faculty member is considered approved once they have gone through the full registration process: initial registration, Trustee approval, background check submitted and results received, and training videos watched. This is very important because we are limiting rooms/treehouses based on how many faculty are approved. We cannot have sessions without the adequate number of faculty. Please consider our campers and their registration - get those faculty signed up early!

Videos & Music | Music played during camp sessions (includes off-site sessions and trips) must be from the "Christian" genre or else previously approved by the Camp Director. All video content + playlists must be submitted to the Camp Director for approval at least nine days prior to the start of a session.

Lake | Deans must schedule lake time. Camp Northward now has a **lifeguard** on duty at the lake for any scheduled activities taking place there.

Session Schedules | Deans must submit a detailed session schedule at their pre-session meeting with the Executive Director. Schedules must be submitted through the camp's master schedule spreadsheet.

Camper Policies

Cell Phones | Camp Northward will be a cell phone-free zone for campers. Faculty and staff may use cell phones for important communication only. Camper cell phones may be left at home or left in the camp office for safekeeping until the end of their session. Campers who leave a cell phone in the office are responsible for recovering it in a timely manner (the office will not drive, mail, etc. a cell phone to a camper's home).

Registration & Costs | Registration for each camp session will be closed **two business days** prior to the start of the session. (This is typically the Thursday before.) Camper tuition (family portion) must also be paid at least **two business days** prior to the start of the session.

Authorized Pick Up | individuals must be on the predetermined authorized pick-up list and have a valid picture identification ready in order to pick up a camper.

Mail | we will no longer be using electronic mail for camper mail time. Parents can leave letters at the camp office, ideally at check-in time. Campers may also receive physical mail to our mailing address: Camp Northward | P.O. Box 128 | Falmouth, KY 41040. (Please note that we will not forward mail received after the session is over.)

2024 Dean Checklist

To Do Now:

- Start contacting faculty, junior faculty, worship and campfire speakers, etc.
- Ask that all faculty complete a faculty form and background check online from the camp's website: www.campnorthward.org. Encourage faculty to complete Safe Ministry trainings early.
- Start working on your camp schedule, camper booklet and lessons
- Schedule any required trainings or meetings

To Do in April:

- Contact the camp office to confirm that all recruited faculty have completed the required forms and completed all Safe Ministry training.
- Once approved, have a conversation with your faculty members outlining expectations and responsibilities
- Plan any special events

To Do in May:

- Contact faculty:
 - Inform them what time to arrive at camp the day your session begins (typically no later than 3:00 p.m.)
 - Inform them you are having a faculty meeting upon arrival. Be sure to communicate when + where.
- Send a completed Dean's worksheet to the camp office as well as any additional information for your session
- Schedule your pre-camp meeting with Nathan Derico. This needs to take place at least two weeks before your camp session.

Please bring the following to your pre-camp meeting:

- Completed Dean's Worksheet
- Completed "Program Highlights" and "Special Requests"
- Completed Session Schedule in "Master Schedule"
- Copies of all class outlines to be taught during your camp session
- Any other information you believe to be helpful for a conversation about your session

2024 Dean's Budget

Dean's Name	Session	Amount
TBA	Day Camp	\$100.00
TBA	First Timers 1 & 2	\$100.00 (each)
Jimmy Ranshaw	5th + 6th Grade	\$250.00
Tim Monks	Middle School	\$400.00
Evan Meyer	Senior High	\$500.00
Noah Spencer	7th, 8th, 9th Grade	\$500.00
Brad Milner	5th & 6th TA	\$250.00
Mike Hall	Jr. High TA	\$250.00
Brad Milner	Sr. High TA	\$500.00
Matty Simpson	Special Needs 1	\$250.00
Gary Knight	Special Needs 2	\$250.00
Doug Hartley	Parent & Me	\$250.00
Hayden Gregory	4th & 5th Grade	\$200.00
Andrew Gay	3rd & 4th/ 5th & 6th TA	\$100.00 (each)
Shawn Young	Be Creative	\$300.00
Nathan Shelton	Paintball	\$250.00

Note: Treehouse Adventure sessions have a food budget as well.

Dean's Worksheet

Please fill out. You may either bring this with you to your pre-camp meeting with Nathan or email it to him ahead of time.

Session Name: _____

Dean: _____ Asst. Dean: _____

Session Dates: _____

Who will be your:

Campfire Speaker	Worship Leader
Recreational Leader	Chapel Speaker
Dean of Men	Dean of Women
Missionary	Missionary Liaison <i>(training will be provided)</i>

Faculty Dorm Assignments: Cedar Lodge

Please list your faculty that will be in each of the dorms. Please keep in mind that you must have at least 2 faculty per dorm. However, we are now asking that each session staying in the dorms have 10 faculty members (5 male/5 female). This allows for two floaters during the week to take care of duties away from the campers. All Faculty MUST Register as 2024 Faculty / New Faculty must also have a Background Check and be approved by the Board of Trustees prior to working at Camp Northward.

Dorm 1 | Lower Level | Girls

- 1.
- 2.
- 3.
- 4.

Dorm 2 | Lower Level | Girls

- 1.
- 2.
- 3.

Dorm 3 | Upper Level | Boys

- 1.
- 2.
- 3.
- 4.

Dorm 4 | Upper Level | Boys

- 1.
- 2.
- 3.

Please list below any other Faculty that will be serving your week and where they will be staying:

Office Needs

What our staff need from all deans so that the week runs smoothly for all.

Pre-Camp Meeting: please bring the following info with you to your pre-camp meeting with Nathan or email it ahead of time (office@campnorthward.org)

- Dean's Worksheet - filled out to its entirety.
- Camp booklet (may be rough draft). Note: if you would like the office to print your camp booklet for you, please email it to the camp office at least one week prior to your session. Make sure it is formatted and ready to print.

Office Needs During the Camp Week

- Finalized camp booklet + schedule - **please turn this in one week before arrival.**
- Completed check request forms with receipts attached. If you wish to have a check by the time you leave on Friday, be sure to turn in to the camp office by noon on Thursday. **All expenses must be approved by the dean. The office will not accept any receipts from faculty members. Thank you!**

Before leaving camp on the last day of your session:

- Dean's Evaluation & Summary (can access via QR code)
- Have faculty fill out their evaluations (also accessed via QR code)
- Campers will fill out camper evaluations of the session on the last day
- Baptism and Decision Record Forms (if applicable)

Camp Dean: General Duties

We are so thankful that you have chosen to spend some of your precious time giving to Camp Northward by serving as a camp dean. It is by far the most pivotal and responsibility-laden position of each session. In the months leading up to camp you will most likely spend many hours planning for that one week. However, this planning stage determines the success of your session. Try to start visualizing your week now. In your mind, go through each day, weighing and evaluating every part of it: meal times, lesson times, activities, worship, campfire, dorms, free time, etc. It will surprise you how many new ideas strike you! As you prepare for camp we want to help you by covering some of the basics of each session.

Choosing Faculty

Camper safety is paramount at any camp. We take faculty recruitment and screening very seriously! Each faculty member must successfully go through the following process in order to be permitted to volunteer with campers at Camp Northward.

- Choose men and women in whom you have the **highest confidence**. You are responsible for their conduct and their teachings. **While the Trustees must approve all faculty, they are relying on (and trust) you to know your faculty and vouch for them.** You also need to select a minimum of **five male dorm parents** and **five female dorm parents**.

Faculty should be selected on the following basis:

- Ability to counsel and discipline campers
- Willingness to cooperate with the purpose and program
- Ability to serve (we ask that you refrain from recruiting faculty members with young children that would have to accompany them to camp. This is a safety issue. Please be sure to clarify this from the beginning.)
- Willingness to serve - why are they here? (It is service, not a vacation.)

Camp Dean: General Duties cont.

Adult Faculty

- Register as a faculty member.
- Fill out a background check. (Must be done every three years.)
- Complete Safe Training modules.
- All submissions must be reviewed by the Board of Trustees.
- All faculty must sign the **Code of Conduct** the day they arrive to camp.

Junior Faculty

- Age range: entering tenth grade through graduating seniors.
- Must complete the Junior Faculty training prior to serving. If they are sent home during a week of camp they must retake the training before serving again.
- Junior faculty may work with campers entering 1st-6th grade.
- A dean may recruit up to three junior faculty per week.

Faculty Children

Dean and faculty attention needs to be fully directed toward the campers at all times. We also have a limited amount of space in our sleeping quarters for the foreseeable future. For these two reasons, we strongly discourage faculty from bringing children with them who are not registered campers. We do understand that there are circumstances where this is necessary. In this case:

- Faculty children within one year (up or down) of the scheduled camper age will be considered a registered camper and will need to pay the appropriate registration cost.
- Faculty children who are junior faculty age are encouraged to complete the junior faculty training.
- Faculty children **must** stay in the appropriate dorm (males stay with males, females stay with females).
- Most importantly: if there will be faculty children present, **please let the camp office know as soon as possible!**

Keeping the Office Informed

Finally, when it comes to faculty recruiting, please keep the office updated on any changes in faculty, updates on special events, needs for your week, etc. We are here to serve **you!** You can call the office or email us.

Teachers

You will need teachers during your week for a few specific spiritual roles: lessons, chapel speakers and campfire speakers. Each of these positions are important to the Biblical integrity of your week.

- Choose someone you trust. Can they relate to the age group you are leading effectively?
- All speakers must be men. They must be members of a Christian or Church of Christ congregation.

Daily Schedule

Plan a daily schedule for your session of camp. It will be impossible to include every little moment in the schedule, and we do not expect you to; we also know many times at camp the unexpected occurs and one must be flexible and adaptable. Try your best to outline the week and be sure to use the Master Schedule Template provided that outlines, curfews, and special activities (Missions & Lake Time).

Meal Times

- **Breakfast: 8:00 AM | Lunch: 12:30 PM | Dinner: 6:00 PM** (Note: if your meal times must be modified to fit your schedule, please make this request to the director at your pre camp meeting with the proposed changes.)

Camp Dean: General Duties cont.

Meal Times Cont.

- The meal time lasts **one hour**: time for campers to eat, clean off tables and sweep the floor. We ask that you respect this one hour limit so that our food service team has the time they need to clean and prepare for the next meal.
- We ask that you be patient with our caterers and other food staff. They have a huge job right now cooking and transporting quality food to our campus. Please show your appreciation by respecting them, helping them, and saying thank you.
- Please be on time. If your group is running late, please notify the camp director or food service manager as soon as possible.

Canteen

- **Canteen times: 3:00 PM | 9:30 PM (The evening canteen at time is flexible.)**
 - Canteen is included in camper registration. Campers do not need cash or other payment.
 - All sessions except Day Camp and First Timers get **two** canteen times a day.
 - Day Camp and First Timers get **one** canteen time a day.
 - Faculty are welcome to join in canteen. Canteen is **free** for camp deans and faculty.
 - Summer staff are in charge of canteen set up, handout and clean up. Faculty help is always appreciated.
 - Please encourage campers to clean up after themselves as appropriate after canteen (pick up wrappers, throw items in garbage, recycle as appropriate, etc.) If necessary, canteen will be delayed until campus is cleaned up.
 - **No food taken back to the dorms or hidden away in the sleeping areas!**

Zip line: Zip line day is **Tuesday at 10:00 AM**. Discuss booking with the Director to ensure a spot for your session.

Treehouse Adventure Shower Times

- Treehouse Adventure campers use showers in the Pavilion, which means regular sessions need to plan around + respect their time.
- **Treehouse Adventure shower time: 7:00-8:30 PM.** If you are a main session dean or faculty, please plan for campers and faculty to be away from the Pavilion/Barn areas in order for these campers to access the showers. If you are a Treehouse Adventure dean or faculty, please respect the assigned shower time so that regular session campers can access the Pavilion when it is their turn.

Daily Schedule - Things to Include

- **Intros** (day one): have time on the first day of camp to introduce yourself, your faculty and an overview of the week. Please plan to include 15 minutes for the Camp Director to go over rules and policies (Before Supper)
- **Bible Classes/Lessons:** three per day.
- **Worship:** in the Pavilion, campfire, etc.
- **Social Interaction:** free time, team meetings, small groups, social hour, etc. appropriate to session age.
- **Special Activities:** some items, whether spiritual, recreational, or social, require a little extra planning. Take some time well before your session to think about an event or activity that will be especially fun or meaningful to your session. Is it a prayer walk? A dance party? A Thursday-night talent show? Intentionality will create lasting memories.
- **Cleanup:** we ask that, at the end of your session, you please include an appropriate amount of time to ensure the dorms/camp grounds are cleaned properly.
- **Bedtimes:** lights out! You will need to set a bedtime for your campers that your faculty will help enforce.
 - For all campers: **no later than 11:30 PM.**
 - Please use wisdom for younger campers' bedtimes. Choose one that is age-appropriate.
 - Younger campers may also benefit from assigned naptimes or "down times" at the dorms.

Dean Session Responsibilities

Sunday

- Faculty should arrive at **2:30 PM**.
- Hold your faculty meeting before the campers arrive (between **3:00-4:00 PM**). Ensure faculty understand rules and regulations. Have them sign the code of conduct.
- Greet campers and parents. This will make both parents and campers feel at ease. Parents need to know they can trust camp staff and faculty.
- Have an activity planned for campers to get involved in from the moment they've settled into camp (after they've picked out their beds, put away suitcases, etc.). It is essential that immediate interaction takes place between campers and faculty. We encourage faculty to put phones away during these initial interactions so that the campers may have their full attention.

Throughout the Week

- The Dean is responsible for facilitating every service (chapel, campfire, missions, baptisms, ending prayer circle, etc.). This includes introducing speakers and representing the camp at all times. In other words, be **visible** and **available!** You are encouraged to bring new ideas to the table. Help us be better!
- Provide supervision for campers at all times. This means there are never less than two faculty members wherever there are campers present.
- Encourage faculty participation in all scheduled activities. They will be needed and their presence will be a great help to others, both the faculty and the campers. Pay attention to where your junior faculty are at all times.
- Keep lines of communication open with your faculty by holding periodic meetings and conversations. Be on the lookout for faculty needs. Be prepared to problem solve when conflicts arise. Do your best to resolve conflicts early.
- We encourage you to check with the director regarding any issues you face during your session. We are here to help.
- Be proactive: be aware of your surroundings and people at all times, deescalate situations that are getting out of hand, anticipate issues before they arise.
- Greet visitors who come to camp. Be sure they check in at the office. Explain to visitors that we do not want cars leaving when they will distract from camper activities. Suggest that visitors leave as campers go to campfire or another time when they will not distract the campers.
- Plan for how you will move campers along in the schedule. Will you use music? A bell? A megaphone?

Friday

- Please make sure the camp grounds and buildings are clean. Faculty and campers should help with this.
 - Put away all camp equipment properly
 - Return keys and megaphone to the office
 - Remind campers and faculty not to leave any personal belongings
- Remain until last camper leaves
- Double check: did all faculty and campers fill out an evaluation form?
- Turn in all Dean's forms to the Director or Office Manager if you have not done so already.
- Reimbursement: if you would like a reimbursement check by the end of your session, you must have your reimbursement form fully filled out and hand it in to the Office Manager no later than noon on Thursday of your session.

Dean Session Responsibilities

Disciplinary Procedures

We hope and we pray that this does not happen during your session, but there are times where disciplinary action must be taken with faculty or campers. Ultimately, the Dean of each session is in charge of discipline. Here are some guidelines.

- **Procedures:** camper discipline will be handled on a case by case basis and follow this order. All conversations and actions **must** be well-documented.
 - Step 1: Verbal warning from the Dean.
 - Step 2: Meeting with Dean and Director along with a written warning.
 - Step 3: Phone call to parents.
 - Step 4: Camper is expelled from camp.

Faculty & Discipline

Faculty may deal with minor issues in behavior but must adhere to the Code of Conduct and not take a decisive action, such as removing a privilege, without the Dean's awareness or approval. (Open communication, no secrets.)

- Any discipline problems that cannot be dealt with by a faculty member will be brought to the Dean.
- No camper may be sent home without the Dean **and** Director's approval.
- **Homesick campers:** the Dean, along with the assistance of the Nurse, will make the decision regarding homesick campers. (Try to the best of your ability to encourage campers to stay; they cannot return to that session the next day.)

Sexual Discussions (Lesson Time)

Any formal discussions, classes or messages that deal directly with sexuality must first be approved by the Camp Northward Board of Trustees. This is for the protection of faculty, staff and campers and is **non-negotiable**. Following approval by the program committee, communication must be sent to the parent of each camper requesting approval for their child's participation. If this topic arises during a session please seek approval and guidance of the Camp Director.

Sexual Misconduct Policy

Any sexual misconduct by a faculty member, staff or camper must be reported immediately to the Director with appropriate legal protocol followed. Parents of campers involved in such an incident must be contacted as soon as possible (do **not** wait until the end of a camp session).

Baptisms

- Assign **one** person to oversee making phone contacts related to baptisms. (This is usually the **Dean**.)
 - Possibilities: this could be your Assistant Dean or main speaker.
 - Make sure parents are contacted and permission is granted.
- Make sure the minister of their home church is notified.
- Invitations should not be offered to campers younger than 4th grade.
- Check with the Office Manager to ensure proper baptismal forms are filled out.
- Baptisms should take place at the end of each session. Feel free to invite parents and families so that they can watch or participate!

We have found in years past that the Dean can make or break the camp spirit. You are the *sparkplug*. Your attitude and spirit will be felt by every camper. Communicate frequently with your faculty before your camp session. They will appreciate you plugging them in and sharing what activities they'll be doing. You should know in advance when to expect each faculty member to arrive. You are going to do great!

Camp Northward: Policies & Procedures

Check In & Check Out

- **Session Check In: 4:30 PM** on **Sunday** for most sessions. See schedule for exceptions.
- **Session Check Out: 4:30 PM** on **Friday** for most **main** sessions. Treehouse Adventures sessions will vary. See schedule for exceptions.
- **Special Needs Check In:** parents will schedule a check in appointment between **4:30-7:00 PM** on **Sunday** of that session. Check out is at **10:00 AM** on Thursday.
- **Safety:** all campers must be properly checked out before leaving the camp. **Main session** campers will check out at the **Pavilion**, only by a parent/guardian on the approved list, with photo ID at checkout. **Treehouse Adventure** campers will check out at **Treehouse Village**.
- **Transportation:** no **cars** may be beyond the top of the hill during check. Main session campers (and parents) may walk to dorm via the sidewalk. **Treehouse Adventure** campers will be transported by the **People Mover**.
- All **luggage/camper belongings** for main camp should be packed up before lunch on the last day. It will then be transported to the Pavilion before the check out begins.



Dorm Rules

- **There should always be at least two faculty present at a time in the dorms.**
- **No:** running, pillow fights, water + other liquid fights, swirlies, or any other form of horseplay, hazing or degrading behavior that could bring physical, mental or emotional harm to a camper.
- **No one is to take photos in the dorms.**
- Respect one another's personal belongings.
- Men + boys are **prohibited** from entering the women's dorm while occupied and vice-versa.
- **Aisles** between bunks and down the sides of the dorm need to be **kept clear**. Please hang clothes/shoes on hooks or tuck under shelves.
- **Food is prohibited in the dorms.** It can attract ants, rats, mice (!) and more.
- Please **unplug** curling irons, hairdryers etc. when not in use.
- Please **turn off lights** before exiting the dorms. It saves electricity and reduces bugs.
- **Lock** the dorms behind you when campers + faculty are immediately away. (Ex. Campfire)

Camp Northward: Policies & Procedures



Camper Policies

- Campers should always be **visible** to faculty
 - There are times this would be inappropriate (bathroom, changing, showering) – in this case, faculty should be within **earshot**.
- Campers must have **faculty supervision** when entering walking trails + the woods.
- Campers need to stay on the **campus side** of the Pavilion unless there is faculty supervision provided.
- **Main session** campers should **never** be at the **Treehouse Village** during their sessions. Likewise, **Treehouse Adventure** campers should **never** be in **Cedar Lodge** during their sessions. As a general rule, campers at two different sessions will never intermingle unless specially planned and organized by both the Deans and the Director.
- Campers are **prohibited** from the **zip line tower** and **team building course** unless there is a **facilitator** present.



Child Abuse Reporting: Procedure

- **Camp Northward is required by law to report any legitimate allegations of child abuse to the proper authorities.** If you or your faculty discover (or even suspect) that a camper has been abused in some way, either on or off campus, please follow these steps to ensure proper reporting.
 1. When listening to a camper about abuse, or when you suspect abuse:
 - a. Do not panic or overreact.
 - b. Do not criticize the child.
 - c. Do not play investigator; gather only the facts necessary for reporting.
 - d. **Do not promise a camper you won't say anything.** You are required by **law** to report.
 - e. Do reassure the camper that you are there to help and telling the Dean/Director is the best plan.
 - f. Do not discuss with the other campers/faculty. Instead, report the abuse or suspicion of abuse immediately to the **Dean** of that session.
 - g. Together with the **Dean**, report abuse/suspicion of abuse to the **Camp Director**.
 - h. Fill out the appropriate forms.
 - i. The Camp Director will contact the appropriate authorities.
 - j. The authorities will speak directly with the individual who first reported the abuse or suspicion of abuse.

Camp Northward: Policies & Procedures

Maintenance

See something broken or unsafe? Use the QR codes provided on campus maintenance signage to fill out a maintenance request form online. Once you submit this form it will be immediately reviewed by camp staff, allowing the staff to respond to the issue as quickly as possible. If it is not a major issue that could easily be fixed by you/another faculty member (ex. stopped up toilet), feel free to do so.

Technology

- **Please read technology policy updates, especially regarding cell phones.**
- **Computer usage:** camp office computers are off limits to all faculty and campers. Personal devices may be used for worship and teaching. Wi-Fi password is available in the office.
- **Phones:** we ask that Deans, faculty and staff use phones sparingly. Using phones to track time is acceptable. If you need to make a phone call, we ask that it is done at a time and place that campers are not present. We are encouraging campers to "unplug" while at camp and that attitude is also reflected in our attention to and relationship with our phones. We want to put campers first and put aside anything that might be a distraction from the camp experience.

Booking Activities

Our campus offers multiple activity sites now, which means that, with multiple sessions occurring simultaneously, Deans need to coordinate with the Director in booking activity sites/times for the weeks. (Canoes, zip line, archery, walking trails, etc.)

There is a large storage room in the Pavilion (near parking lot/women's restroom). This is the **Faculty Resource Room**. Faculty are free to peruse and utilize the supplies in this room, which includes activity books, art supplies, games and more! We ask that faculty keep it orderly. No campers, please. **There are extra NIV Bibles in this room.** Please return these when finished.

Faculty Resource Room

Missionary

Camp Northward will have a **missionary** (full fellowship in a Church of Christ/Christian church) at all camp sessions to educate campers. While no offering will be taken up during missions time, Deans and speakers facilitating missions are expected to share in the vision of **generosity** toward God's work and **Biblical stewardship**.

Your Faculty

What makes a good faculty member?

Physical

Faculty should be in sufficient health to participate in activities and facilitate the camper experience.

Emotionally

Faculty should maintain good boundaries, avoiding transference of their own feelings onto the campers. Faculty should be uplifting.

Mentally

Faculty should be able to stay organized, focus on the campers and respect those in authority around them.

Spiritually

Faculty must be a faithful Christian, committed to the service of others.

Special Roles

For a successful session, you will need:



**A Dean of Men &
A Dean of Women**



**Family/Team
Leaders**



**A Recreation
Leader**



**A Worship
Leader**

Faculty Roles

The Dean of Men & Women

This person should be rooted in maturity, because the man or woman in this role has many responsibilities. These include:

- Conduct activities and oversee campers as appropriate.
- Keep dorms neat and orderly.
- Oversee "lights out" at the appropriate time.
- Report sickness + injury to the Camp Nurse.
- Oversee camp cleanup at the end of a session.
- Discipline with love, fairness and concern.
- Serve alongside the Dean to carry out the camp mission.
- **Be a friend, guide, companion and example of Christ to campers, without the slightest hint of favoritism or partiality.**



Family/Team Leader



Team leaders keep your campers engaged! Those in this role will:

- Account for each assigned camper at all activities to ensure all campers are there (**a missing camper must be reported to the Dean immediately**).
- Build positive teams through relationships with their campers.
- Be mindfully present with team during group time and use the time wisely.
- Help campers with memory work.
- Include disengaged or shy campers.
- Attend classes, recreation, missions, etc. with their team unless dismissed by the Dean.
- Resolve minor conflicts among campers as appropriate.
- Be available to talk with their campers about a relationship with Christ.

Worship Leader

This one is pretty self-explanatory. The worship leader will lead campers and faculty in corporate worship. This could be their only role for the session or they could serve in other ways. They may bring other instrumentalists or lead on their own. The worship leader must be a committed Christian who lives a life that displays the love of Christ. This individual should have experience leading worship and be able to engage appropriately with the age group of the assigned session's campers.



Recreation Leader

The recreation leader is in charge of rec time! They are in charge of preparing the activities and games each day. A recreation leader must be engaging, energetic and be able to keep calm in case of camper injury.



Preparing Your Faculty

Arrival & Departure

Please have your faculty:

- Arrive at camp between **2:30-3:00 PM** on Sunday to check in at the office and get settled in the dorms. After, faculty will report to Cedar Lodge for the **kickoff faculty meeting** that will take place **3:00- 4:00 PM**.
- Be present at the check-in process to receive campers and make them feel comfortable and settled in. This could be done through conversations, games or getting them settled in the dorms. The dorm should be covered first for safety, then faculty may expand to outdoor activities, the playground etc. At least **one** faculty member should be positioned between the **bridge** and the **playground** to welcome/greet campers and families as they walk from the Pavilion to the dorm.
- **At the end of the camp session:** faculty should remain with their team/group until all "their" campers have been checked out.

Evenings

- **Faculty Fellowship Time:** fellowship is important for your faculty to work with one another! We encourage faculty members to take some time to visit with one another in the evenings **after** the campers have gone to bed. We need at least **two** faculty members on each floor of the dorms at night, so consider taking turns.
- **Curfew:** please set a curfew for faculty members no later than **midnight**. They will need their rest.

Daily Cleaning Responsibilities

- Appoint one faculty member in each dorm to be in charge of making sure the rooms, halls and restrooms are swept daily.

Above all, the mindset of a faculty member must be that they are a servant of God. Their camp life must reflect this in every way.



Faculty Meeting: Checklist

Please cover the following in your Sunday meeting with faculty if you have not done so already.

Essential

- Rules & Regulations | Expectations Setting (go through Faculty Manual)
- Faculty Introductions
- Daily Faculty Meeting: where will it be held and when?
- Overview of the Session Schedule | Daily Schedule
- Review Chain of Command | Faculty --> Dean of Men/Women --> Dean --> Director
- Camp Director + Nurse | 10-15 min. overview with faculty
- Recreation Leader: Overview of Rec Time for the Session
- Inform Faculty:
 - **Dress Code**
 - **Dorms**
 - Locked at night and anytime activities are elsewhere.
 - When, during the day, will faculty need to plan on being in the dorms with campers?
 - Rest time (optional) - will your session have a daily rest time? (Memory work, read, nap?)
 - Bedtime ("Lights Out") Routine + Expectations
 - **Discipline**: what is appropriate and inappropriate for faculty + campers? (See "Faculty + Discipline")
 - **Homesickness**: how can faculty respond to it? What can they expect?
 - **Evaluation**: camp provides an evaluation for faculty to share their experience. We ask that faculty fill this out online the last day of their session. Our communications staff will provide reminders + help.
 - **Camper Mail**: what are you doing for mail time? Will there be games, prizes, consequences?
 - **Camp Photo**: when and where will this be taken?
 - **Canteen**: review times + faculty expectations.
 - **Point System (optional)**: will you have any kind of point system, rewards, etc. during your session? Will there be team/family competitions, prizes, etc.? How will your session keep track of these? Is there an award ceremony?
 - **Special Activities**: are there any bigger-scale or off-site activities your faculty need to know about?

Encourage Faculty

- It is **so** important that faculty spend the bulk of their time with **campers**, building **relationships**.
- It is **so** important that faculty be with campers during all **main activities**.
- Please **welcome** parents and campers alike on day one! They are nervous and first impressions matter.
- Faculty need to inform the Dean when and if they need to leave campus during a session.
- We are so happy they are here. Camp could not happen without our volunteers and we appreciate every single one of them!**



Code of Conduct

Printed Name: _____ Session of Camp: _____

1. When supervising campers, I will:

- A. keep campers within eyesight at all times
- B. keep within earshot of campers when eyesight is inappropriate
- C. practice the rule of two and always have another adult present
- D. never be alone with a camper
- E. not allow hazing or practical jokes
- F. not share a bed or sleeping bag with a camper or allow other campers to do so
- G. not tickle, tease or allow pillow fights, wrestling matches or other horsing around
- H. not share my private emotional challenges with campers or share aspects of my private romantic life with campers
- I. alert my dean or supervisor immediately if I see another adult or camper violating the safety or well-being of a camper. (Do not wait until Friday to report!)

2. When disciplining campers I will:

- A. never hit or physically threaten a camper
- B. refrain from abusive, derogatory, and inappropriate language
- C. seek help from my supervisor or dean when I encounter a camper who is challenging
- D. seek guidance from my supervisor or dean before I take away a privilege (i.e. swim time)

3. When touching campers I will:

- A. only hug from the side
- B. hold hands only if the camper is 7 or younger and reaches for mine
- C. refrain from touching them in an area on their body that is normally covered by a swim suit or on their upper thigh, unless for a clear medical necessity, and then only while I am in the company of another adult.

4. When communicating using social or digital media I will:

- A. not have any one on one contact with a camper
- B. be sure that all electronic communication takes place within a public environment
- C. not post anything that does not align with Camp Northward's purpose and image
- D. copy another faculty or staff member if communicating one-on-one with a camper is necessary
- E. wait to post photos of campers until after the conclusion of a session
- F. let parents know what to look for so they know who their children are talking to, in order to help minimize abuse that takes place after camp

5. When reporting suspected cases of child abuse I understand that:

- A. under Kentucky state law, Camp Northward is required to report
- B. under Kentucky state law, as a volunteer or staff member serving at Camp Northward, I am required to report
- C. I must first notify the Director
- D. I may be questioned by the authorities

6. In the case of a camper's mental health emergency I will:

- A. notify the camper that I must make a report of this information
- B. notify an appropriate camp staff member to take necessary follow-up action
- C. fill out an incident report of the situation
- D. not keep this information to myself or try to resolve the situation on my own

Faculty/Staff Signature

Date

CAMP NORTHWARD DRESS CODE



SHOES MUST BE
WORN AT ALL TIMES.



CASUAL DRESS IS GREAT:
JEANS,
T-SHIRTS & SHORTS.



DRESSES & SKIRTS ARE
GOOD CHOICES, TOO.



SHORTS & SKIRTS SHOULD
BE MODEST IN LENGTH.
NO SHORT SHORTS,
PLEASE.



"...FOR YOU WERE BOUGHT
AT A PRICE. SO GLORIFY
GOD WITH YOUR BODY."
- 1 CORINTHIANS 6:20 CSB



MODESTY: PLEASE NO TIGHT
CLOTHING, LOW NECKLINES,
SPAGHETTI STRAPS, ETC.



NO BIKINIS/TWO-PIECE
SWIMSUITS.



BASKETBALL TANKS
OK, BUT NO SPLITS DOWN
THE SIDE.
PANTS PULLED UP.



CLOTHING SHOULD
BE FUNCTIONAL,
NON-DISTRACTING
& BEFITTING OF A
CHRISTIAN ATMOSPHERE.

Note: the dean/camp staff reserve the right to define "modest" and ask campers to change if necessary. We ask that all visitors abide by our dress code.



Dean/Faculty Check Request Form

Camp Session: _____ Dean: _____
Date of Request: _____ Amount: \$ _____

Please make check out to:

Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____

Reason for Request

Item:	Reason:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***** Please attach all receipts.*****

Approved by: _____
Dean signature: _____

How do you plan to be reimbursed?

- Please mail check to address above.
- I will pick up check.

Requests must be submitted to the office by 12:00 (noon) on Thursday for a check to be ready on Friday.



2024 Decision Record Form

Please fill out a separate "Decision Record Form" for each decision that is made during your session.

Camp Session: _____ Dean: _____

Camper Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone: _____

Church: _____ Minister: _____

Type of Decision Made:

Confession (to be baptized at home church)

List home church: _____

Baptism

Rededication

Other: _____

Is there a person who influenced this camper? _____

Person performing baptism: _____

Was the parent informed of decision made? (circle one) Yes No

Was the home church informed of decision? (circle one) Yes No

If not, why?

*****Please return this completed form to the camp office as soon as possible so that a Certificate of Baptism can be made and given to the camper before they leave. Thank you!*****

Camp Northward

Contact Info

Staff Information

Nathan Derico | Executive Director

Debbie Cox | Director of Administration

Adam Tipton | Facilities Director

Amy Pugh | Nurse

Andrew Derico | Food Service Coordinator

Caleb Derico | Hospitality Specialist

Emma Gillespie | Hospitality Specialist

Elissa Blackaby | Hospitality Specialist

Isaac Derico | Grounds/Maintenance

Silas Derico | Grounds/Maintenance



Emergency Contacts

Never hesitate to call **911** if there is an emergency.

Pendleton Co. Sheriff | 859.654.4511

Drug & Poison Hotline | 1.800.222.1222

St. Elizabeth Hospital (Ft. Thomas) | 859.572.3100

Harrison Co. Hospital | 859.234.2300

Nathan Derico | 859.445.7551

Brad Miler (Chairman of Trustees 2024) | 859.556.0052

Camp Office | 859.654.3865

Notes