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Volunteer Staff Manual

Introduction

[Mission \(SV19 CR.2.1, CR.2.2, ST.30.1\)](#)

[Goals and Objectives \(SV19 CR.2.1, CR.2.2, ST.30.1\)](#)

[Philosophy](#)

[Expectations of Volunteers](#)

[Camp Concepts](#)

Program Information

[Interaction of Camps](#)

[Sharing of Facilities](#)

[Program Offerings \(SV ST.25.21\)](#)

[Program Supplies](#)

[THE SCHEDULE](#)

SUPERVISION OF CAMPER

[“The Rule of 3” \(SV19 ST.35.3, 36.1\)](#)

[Discipline \(SV 19, ST.30.1\)](#)

[Bullying \(SV19 ST.30.1\)](#)

HEALTH AND SAFETY

[Emergency Procedures \(SV19 AD.19.1\)](#)

[Emergency Medical \(SV19 HW.11.1\)](#)

[Emergency Non Medical - Muster \[e.g. lost camper, uncontrolled fire\]](#)

[Emergency Non Medical – Weather](#)

[Emergency Non Medical – Intruder](#)

[Camp Evacuation](#)

Volunteer Expectations

[Volunteer Paperwork](#)

[Volunteer Staff Conduct](#)

Introduction

Thank you for your commitment to volunteer at Wanakee! As a volunteer, you are essential to our impact. Event directors have taken on the challenge of designing and implementing a program that will bring joy to campers, support relationship development, and help them feel God's love. Volunteer counselors build caring relationships with campers and ensure they have a fun and safe week, and volunteer support staff keep camp running.

This manual is designed to help you understand how Wanakee operates so your time at camp can be more successful. Once you've read through, we are happy to answer any additional questions and help you plan your event.

Mission (SV19 CR.2.1, CR.2.2, ST.30.1)

- Love, accept, challenge and provide opportunities for growth to all God's people within our "Beautiful Spiritual Place in the Hills."
- Help individuals interact with one another, build relationships and to grow in their Christian faith through experiences within a Christian community.
- Send participants forth into the world to celebrate and share God's love.

Goals and Objectives (SV19 CR.2.1, CR.2.2, ST.30.1)

- 1) To provide opportunities for personal growth that stimulate the development of a camper's self-esteem.
 - a) Each camper will participate in at least two activities during a session that will personally challenge the camper – such as challenge course, outdoor living skills, watercraft, hiking, or arts and crafts.
 - b) Each camper will have opportunities to take part in leadership activities – such as song leading, incentives, worship, or group decision making.
 - c) Camp staff will encourage campers to try new activities, crafts, and skills in a safe, camper controlled and positive way.
- 2) To provide campers with techniques for safe and appropriate ways to explore his or her personal faith.
 - a) Campers will attend at least one worship event per session
 - b) Opportunities for age-appropriate Faith development will be provided at multiple times per camp session – such as Bible Discoveries, small group Faith discussion, or arts and crafts.
 - c) Campers will be introduced to and utilize multiple ways of reflection – such as discussion, prayer, arts and crafts, or journaling.
 - d) Campers will participate in group Faith activities in addition to worship.
- 3) To help individuals interact with one another, build relationships and contribute to

- a diverse Christian Community.
 - a) Campers will have the opportunity to work in small groups during cookouts while they plan, prepare and clean up after the meal as a group with each camper taking on different roles
 - b) Each camper will participate each session in at least one unit kaper, all-camp kaper, GSD (Grace, Song and Dishes), or animal care.
 - c) Each camper will participate in at least one session of team building activities or games with group reflection.
 - d) Each camper will live in a group with other campers either in cabins or in shared rooms in a retreat building. Within these groups, campers will be part of a community-making decisions and keeping area clean
- 4) To help campers experience and appreciate nature within the rustic environment of camp and camp programs.
 - a) Campers will participate in at least one Nature-based stewardship activity per camp session.
 - b) At the beginning of each session, the campers will discuss as a group the importance of taking care of their camp and the types of things that they need to do such as utilizing garbage/recycling bins, not picking flowers, not cutting down green wood, respecting property, or not feeding wildlife.
 - c) Each camper will have the opportunity to participate in a nature activity – such as a guided nature hike, GWEEN boxes, animal study, gardening, or composting.
 - d) Campers will participate in at least one outdoor campfire per session and discuss as a group outdoor fire rules.

Philosophy

Our brochure and publications don't tell you a great deal about the day to day camp routine and "why" we do what we do. Here are some basics.

Wanakee consists of small campsites (sites) of 2 cabins with a capacity of 16 people per site. The cabins have no electricity or plumbing. We proudly avoid the distractions caused by electronics. We accept all persons for who they are, even if from different faith backgrounds, in a spirit of love. The rustic nature of our sites and the new experiences of living in close community provide unique space for deep connections and personal growth.

Music is used for fun, for community building, and for worship. We sing in the Dining Hall, at campfires, and throughout the day.

All of our camps are Christian Adventure camps. We use recreation to build community, develop friendships, and explore and develop a relationship with God. We are committed to creating Christian community in an outdoor setting.

Expectations of Volunteers

Volunteers are expected to join the Wanakee staff in creating a positive, safe environment for campers to have a fun and exciting week. This is accomplished by being an enthusiastic planner and participant in camp activities, communicating well with staff, volunteers and campers, completing trainings, and being attentive to campers. We also ask that volunteers are responsible role models for campers by following our code of conduct.

Camp Concepts

At any given summer session, Wanakee hosts multiple camps. Camps range in size from 10 campers to 60 campers, and it is not unusual for 4-6 camps to be running concurrently. We have moved to a model of “themed weeks” where most programs are somewhat related. However, each week also features at least one “specialty camp” outside of this scope.

Each camp has its own Event Director and its own staff (both paid and volunteer). This allows each program to have an independent identity, while still maintaining its place in the camp community. Each week is like a mosaic; every camp stands out in its own unique way to make a beautiful whole. Most of the camps use the curriculum we provide each summer to undergird their week; the Director of each camp can decide how this curriculum is interpreted and used.

Program Information

Interaction of Camps

The primary time for interaction between camps is during meal time, when most camps dine together and sing songs after meals. A camp, however, may invite other camps to interact with their program. For example Performing Arts might invite other camps to participate in a variety show this summer, and our Leaders in Training (L.I.T.) often works with younger aged events during their week to help them hone their counseling skills. We love to see camp collaborations, as they show how wonderful and accepting everyone is towards one another at Wanakee.

Sharing of Facilities

Wanakee has several facilities and staff that are shared by all the camps. These include:

- Rainy day areas
- Program areas
- Support staff

Some of these areas are designated prior to the session due to scheduled activities and circumstances. For example, Performing Arts camp will often use the Rec Hall as a rehearsal facility during their week. Other camps may want to use the Rec Hall for their own activities during that same week, which is fine! They just need to coordinate their slot by communicating with the Program Director and the Performing Arts event directors.

Those staff and facilities which are not pre-scheduled will be scheduled by the Program Director prior to the week's start. The Program Director will be able to adjust as needed, just be sure to communicate your concerns as soon as possible. It is easier to change schedules in the days and weeks before the start of the week as opposed to a midweek adjustment.

Program Offerings (SV ST.25.21)

Hiking in Camp: Wanakee has two popular hikes: "Lookout" is a 20 minute hike up to a rocky outcropping with a great view of the valley around Wanakee. It's a great place for an outdoor worship service, a game of "camouflage," or for storytelling. This hike takes 30-40 minutes (each way) with elementary age campers. "Lookout" also has an Adirondack shelter for overnights.

Another popular hike is "Lemon Squeeze". It is a 25-30 minute hike to a cliff which has a major separation forming the "Lemon Squeeze". On the way to the cliff is an old farmhouse foundation which offers a good opportunity to talk about early American farming. Campers can discover the old barn site, fireplace, well, and even the front step of the house. This hike could take 40-60 minutes each way with younger campers.

Note: since the camp itself is spread out, "hiking" is part of everyday life in camp. It takes a good 15 minutes to hike from Site 8 to the waterfront. With a group of campers it may take longer.

Swimming: Wanakee has a swim area located at the end of a peninsula on Lake Pemigewasset and has a changing area in the vicinity. Wanakee's waterfront is a fun place to be, though safety must always be our top priority in and around the water. This means that qualified lifeguards are on duty, the buddy system is used, and campers only swim in areas which are appropriate to their abilities. When swimming takes place off-site, ACA standards for lifeguarding and safety must be followed.

Rowing: Wanakee has two 8-passenger rowboats. Sites will often row to Monkey Island for lunch or games. These boats are especially good for young campers who may have difficulty handling canoes.

Sailing and Windsurfing: Must be scheduled through the Program Director. Campers must be in grades 6 and above, younger campers can participate with an adult operating the boat.

Canoeing: Sites can use canoes to visit Monkey Island, to get a closer look at a beaver dam, or for an adventure around the lake. The canoes are also used for off-site trips. The sites that take canoes off-site will have a session of canoe instruction beforehand. This will include safe canoe handling, skills, and tip-tests. Canoes are for use by campers 4th grade and above.

Team Building Games: The Wanakee Staff knows many non-competitive group games. These games are designed to encourage communication, teamwork, and mutual respect. They're also a ton of fun!

Adventure Programming (SV19 FA.13.1): Each camp will be scheduled for at least one Adventure Programming slot (AP) where one of our AP certified staff members will lead a variety of team building games and activities. AP helps lay a foundation of trust and community that all camps need to have the most positive experiences in their groups. The first scheduled AP will be an opportunity for the Adventure Programmer to figure out how your group dynamic gels, and how they can help your group build from where they currently are to become an even more tight-knit community. From this, the Adventure Programmer can gauge what activities this group will be able to participate in during the week. These activities are outlined below:

- **Games and incentives:** Prior to any ropes course use, the Adventure Programmer will lead the group through several team building and communication exercises to learn about the group and give the opportunity for practicing communication and to build trust
- **Low Ropes:** Wanakee has a Low Ropes program which includes several activities designed for fun, communication building, and group building. Site participation in Low Ropes will be planned and facilitated by an Adventure Programmer.
- **High Ropes**
 - Wanakee has a High Ropes course designed as a challenge-by-choice program area. These are great group building as well as individual confidence building activities.
 - Climbing wall is for sites whose campers have all completed the 4th grade
 - Giant's Ladder and High Ropes course for sites whose campers have all completed 6th grade

Note: One of Wanakee's primary goals in its summer program is to help each site become a strong Christian community. AP is one of the most important parts of building this community. Letting campers work together to solve the challenges as a group without

being told how to solve the problem is a powerful team building experience that sets the tone for their week.

These games, initiatives and incentives cannot be easily “boxed” into a specific time. Some groups need more time than others to complete a given task. A general guideline would be:

- Team Building Games and low ropes- 1 hr.
- Climbing Wall and Giant’s Ladder- 3 hrs.
- High Ropes- 6hrs. (Starting after breakfast and plan to have a pack-out lunch)

Crafts: At Wanakee, we do not have a designated staff member who does crafts with each site. Planning for crafts is generally done by volunteer directors. However, that does not mean we cannot be a great resource to help make your craft go as smoothly as possible! Please coordinate with the Program Director if you want staff to help you with, or participate in your craft. Wanakee always has an abundance of craft supplies in our astrodome, referred to lovingly as our “craftstrodome”. Please feel free to make use of our staff and supply resources as you wish.

Program Supplies

There are a number of items that we already have onsite that are available for use by all events and directors, click [here](#) for a list of those items. We understand that we may not have everything that you might want or need and that it may be necessary to purchase supplies. In 2022, the activity fee per camper is \$10-\$20 so please be mindful of that as you decide what you might need. A few other notes about purchasing supplies:

- Please check in with the Assistant Director prior to making purchases, we may have it on hand or be able to source it cheaper through our vendors.
- Supplies can either be purchased by Wanakee or purchased by directors and reimbursed. Actual camper numbers can be estimated a month before an event begins. In order to be reimbursed a detailed receipt must accompany the request.
- For Wanakee to purchase or order camp supplies, arrangements should be made at least 3 weeks in advance to ensure arrival by the start of the week.
- Please be careful to avoid overspending the activity fee - it’s important to communicate early and often, and spend conservatively.
- **In order to ensure brand consistency, any customized clothing/gear must be ordered through the camp office.** This also ensures competitive pricing, as we work with our well known vendors.
- Anything purchased by camp (or that you are reimbursed for) is considered property of Wanakee and needs to remain at camp.

THE SCHEDULE

The outline of the week's schedule will be designed by the event directors and summer Program Director.

A TYPICAL DAY... (If there is such a thing)

7:00 AM	Wake Up Bell
7:15 AM	Hopper Bell
7:30 AM	Breakfast
8:30 AM	Morning Watch
9:00-12:15	Program Time
12:00 PM	Hopper Bell
12:15 PM	Lunch
1:15-2:15 PM	Rest Hour
2:30-5:30 PM	Program Time
5:15 PM	Hopper Bell
5:30 PM	Dinner
7:00-9:00 PM	Program Time/Campfires
8:00-10:00 PM	Bedtime (dependent on age group)

While meal times are set with few exceptions, many of the other times are approximate. Bed time and evening program time will vary per the age of the campers.

Remember to coordinate with the Program Director to make your designed schedule final. There are a lot of pieces in play during a full camp week, and the Program Director has the final say on schedule outcomes. Of course we will accommodate your wishes as best we can!

SUPERVISION OF CAMPERS

Wanakee is a beautiful, large piece of property in a rural location. It is more likely for a camper to get into difficulty if the site does not stay together under staff supervision. If it is necessary for campers to travel without staff, they should travel in pairs- the Buddy Rule. Staffs' and volunteers' first priority should always be the needs and interests of the campers. (SV19 ST.29.1)

“The Rule of 3” (SV19 ST.35.3, 36.1)

Wanakee also has a policy which does not allow adults to be alone with campers. For your safety and campers, make sure that you follow the rule of three. Always have another camper or staff member with you when you are with a camper.

Discipline (SV 19, ST.30.1)

Wanakee UMC staff must use positive reinforcement with campers. That is to praise campers for good at every opportunity and refrain from put downs, yelling, and/or threats. When absolutely necessary campers may be given time out or denied swim time or some other fun activity. These methods must be used only after more positive steps have been attempted.

The camp does not permit corporal punishment. Under no circumstances should a counselor ever hit a camper or knowingly allow a camper to be hit. (See disclosure form.)

Chain of Discipline: If initial attempts at discipline are unsuccessful, the counselor should discuss the issue with the designated Program Manager. If these attempts are unsuccessful, the counselor and Program Manager can meet with the Program Director or Assistant Director. If needed the Assistant Director should eventually proceed to the Executive Director, if necessary. The Executive Director, at his/her discretion, may contact parents, speak with the camper, or send the camper home, as he/she sees fit.

Bullying (SV19 ST.30.1)

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt them. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Wanakee bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement, which ensures that every camper has the opportunity to build relationships, further develop their self-esteem, and create a meaningful community. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp

experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Wanakee.

HEALTH AND SAFETY

Wanakee is a place of love and encouragement. Our staff members are flexible and always willing to try new things. There is, however, no room for compromise when it comes to issues of health and safety.

Health and safety issues are supervised by the Executive Director. In this very important area, all staff, including volunteers, must work under their direction. The Executive Director, in turn, follows policies and regulations issued by the Wanakee Board of Directors, the various agencies of the United Methodist Church, The American Camp Association (ACA), and government agencies.

First Aid Training (SV19 ST.21.1)

All of our paid staff members are certified in CPR and Basic First Aid through the American Red Cross. First Aid Training is recommended, but not required for volunteers. Trained staff members should be the first to respond to a medical situation. Anything beyond basic first aid must be seen by the Camp Nurse. The Nurse will determine the next step and contact the appropriate persons; parents, camp doctor, and/or emergency personnel. Off-site trips will be provided with an off-site first aid kit and further directions from the nurse **(SV 19 HW.18.1)**. At the beginning of the week the Nurse will inform counselors of any special needs, dietary restrictions, or allergies of their campers **(SV 19 HW.10.1)**.

Incident Reports (SV19 ST.21.1)

All incidents or accidents must be documented in writing as soon as possible after the time of the occurrence and no later than 48 hours after incident and returned to the nurse for completion.

Equipment

All equipment used in programs must be in proper working order, safely stored, and used only by trained personnel.

Vehicles

All vehicles used to transport campers must be driven by qualified, licensed drivers. All drivers of campers must be at least 21 years of age. All drivers must complete driving training with the Program Manager or designee. A records check on your license will also need to be completed **(SV 19 ST.19.1)**. Personal vehicles are not to be used to transport campers without written documentation through the Program Manager or designee.

Child Abuse (SV ST.25.21)

These policies must be reviewed annually by all staff prior to working with youth. All volunteers and staff must have annual applications, references, and background checks on file **prior to the start of their event**. The Executive Director has the authority to refuse to allow a volunteer or paid staff members to work with campers if they are convinced that decision is in the best interest of the camper. If you suspect an instance of child abuse, notify the Executive Director immediately. All staff and volunteers are responsible for and legally mandated to report cases of suspected child abuse.

Staff and volunteers should never be alone with a camper, they should always maintain the Rule of 3 to prevent this. Since much of the value of our camping program is due to the caring atmosphere between staff and campers, we still understand the need for appropriate physical gestures of support and love (hug, pat on the back, etc.) **BE AWARE!** Use your best judgment on when and where this entirely appropriate action should be used. Remember ALL sexual behavior, both verbal and non-verbal, is entirely inappropriate. Use common sense when dealing with campers. We want you and them to have fun, meaningful experiences at camp. Because of our commitment to our campers, we will take any and every action necessary to protect them.

If you have any questions or need any clarification on these policies, please contact James Tresner at 603-279-7950, or james@wanakee.org.

Emergency Procedures (SV19 AD.19.1)

Many program areas have specific emergency protocols. Area staff are responsible for executing those protocols and using the notification and communication procedures below.

In all emergency situations:

- NE Conference staff communicate with the media if necessary.
- Under no circumstances should staff or volunteers discuss the details of the incident with media, parents, or campers. This includes posting any information on Facebook, Twitter, or any other form of social media
- If the staff member or volunteer has access to a phone, call 911 immediately in the event of a life-sustaining situation

Weekly, Wanakee completes an Emergency Drill. Each week the Executive Director will identify a different situation to rehearse from those outlined below.

Emergency Medical (SV19 HW.11.1)

1) Health Officer 2) Executive Director 3) Assistant Director

- Then, using the radio and the word “NOW” to stress that there is an urgent issue, staff will contact the above individuals.
- The Health Officer responds to the incident and communicates with medical and emergency personnel or Belknap Family Center.

- The Executive Director manages external communications, including notifying parents/guardians, NE Conference etc. The Executive Director is responsible for securing transportation if necessary.
- Assistant Director manages internal communication, establishes where uninvolved campers should gather, and keeps incident area clear.

Emergency Non Medical - Muster [e.g. lost camper, uncontrolled fire]

(SV19 AD.20.1, ST.24.1)

1) Executive Director 2) Assistant Director 3) Program Director 4) Board Vice Chair/Chair
5) Director of Congregational Development

- Then, using the radio and the word “NOW” to stress that there is an urgent issue, staff will contact the above individuals.
- Executive Director manages external communications, including 911 call, parent/guardian notification, NE Conference. The Executive Director is responsible for securing transportation if necessary. NE conference staff communicates with media if necessary.
- Assistant Director manages internal communications and is responsible for sounding the bell.
- All individuals on site (excluding lifeguards) report to the field and line up by site. Lifeguards report directly to the waterfront (unless otherwise instructed).
- Assistant Director is responsible for attendance using site list.
- Office staff on duty takes portable phone to road and acts as crossing guard and communication liaison with first responders if necessary.
- After roll-call, all volunteers remain with campers while staff members are deployed to respond to situation as necessary.
- In the case of a lost camper the Assistant Director will provide direction to the permanent staff as to their assignments with respect to searching camp. A list of all buildings and locations to be searched is kept with the site list used for roll-call.

Areas to be searched include:

- o Waterfront/boats (lifeguards)
- o Barn
- o Family camp/Site 9
- o Low ropes to Inspiration Point
- o Dining Hall/Kitchen
- o Lower shower house/cooks cabin
- o Above the dining hall/Program Yurt
- o Rec Hall
- o Farmhouse
- o Upper shower house
- o Sites
- o Log cabin

Emergency Non Medical – Weather

(SV19 ST.23.1)

1) Executive Director 2) Assistant Director 3) Program Director 4) Board Vice Chair/Chair 5) Director of Congregational Development

- In the case of a weather event, it is acceptable to use the radio to notify staff of the storm, describing the situation and using the words “STAY PUT” to stress that the staff and campers should stay where they are and find cover.
- Executive Director manages external communications, including 911 call, parent/guardian notification, NE Conference. The Executive Director is responsible for securing transportation if necessary.
- Assistant Director manages internal communication, establishes where campers should gather, and ensures other staff are deployed to notify all sites.
- Once the storm has past the radio will be used to provide an “ALL CLEAR” message.

Emergency Non Medical – Intruder

(SV19 AD.18.1, ST.22.1)

- 1) Executive Director
- 2) Assistant Director
- 3) Program Director
- 4) Board Vice Chair/Chair
- 5) Director of Congregational Development

All persons who are not staff, authorized volunteers for that time period, authorized contractors, or campers are required to sign in at the office and be escorted by camp staff when on camp property.

Anyone who observes someone who is not staff, authorized volunteer, authorized contractor, or camper, should approach that person and ask if he or she can help the person; the person should be escorted to the camp office and kept away from campers if possible.

If the person refuses to be escorted to the office, immediately contact management staff, who will contact the office to call the police. Do not leave the person unattended on camp property. Make note of what the description (height, weight, clothing, race, etc.), make, model, and color of vehicle, license plate number, and name if you can get it.

- Then, without describing the situation, use the radio and the words “STAY PUT” to stress that there is an urgent issue; staff will contact the above individuals.
- All campers and staff members are to stay where they are, seek cover and remain in place until given the all clear.
- Executive Director manages external communications, including 911 call, parent/guardian notification, NE Conference. The Executive Director is responsible for securing transportation if necessary.
- Assistant Director manages internal communication, establishes where uninvolved campers should gather if necessary, and ensures other staff are notified of the incident.
- Once the event has past the radio will be used to provide an “ALL CLEAR” message.

Camp Evacuation

SV 19 ST.23.1

- 1) Executive Director
- 2) Assistant Director
- 3) Program Director
- 4) Board Vice Chair/Chair
- 5) Director of Congregational Development

Under certain very limited circumstances, we would require that the Wanakee site be evacuated. These circumstances would include destruction of major camp facilities by fire, tornado, hurricane, or other natural disaster; forest fire; breach of the dam; and, potentially, a terrorist attack or act of war in a nearby city.

The Executive Director, in consultation with the New England Conference leadership whenever possible, would make the decision to evacuate the site. If the Executive Director is not available, the Program Director should consult with the New England Conference leadership in order to make this decision.

Our first preference in any of these situations would be to return campers to their parents as soon as possible, before the event if we have notice. We would use whatever telephones are accessible, including staff cellular telephones and director residence telephones to notify parents that their camper(s) need to be retrieved from camp as soon as possible.

If this is not immediately possible, because parents cannot come before an overnight stay is necessary, we will use the following facilities as possible locations for evacuation:

Plymouth United Methodist Church
Meredith Fields

We will continue to contact parents, and, if necessary, obtain charter transportation to return campers to their parents.

- Executive Director manages external communications, including 911 call, parent/guardian notification, NE Conference notification. The Executive Director is responsible for securing transportation and safe lodging if necessary.
- Assistant Director manages internal communications and is responsible for sounding the bell.
- All individuals on site report to the field and line up by site for a head count
- Assistant Director is responsible for attendance using site lists.
- Program Director or designee is responsible for obtaining copies of Health Forms for all staff and campers. This will serve to ensure medical attention can be provided if necessary and ensures that information concerning emergency contacts is available.
- The Health Office will collect all prescription medications and ensure they are sent with the campers and staff to the offsite location.
- The Office staff on duty will take the portable phones to road and acts as crossing guards and communication liaisons for first responders or transportation providers.
- After roll-call, campers and staff will be loaded into the buses or other transportation and taken to one of the following:
 - Meredith Fields
 - Plymouth UMC
- Once at a safe location Wanakee will contact parents and if necessary obtain charter transportation to return campers to their parents.

Volunteer Expectations

Volunteer Paperwork

Volunteer paperwork is required by the State of NH and ACA Accreditation to ensure the safety of all campers. Please complete the following forms and email them to mail@wanakee.org.

- [Yearly Application and Release](#) (to be completed in full by all volunteers each year)
- 3 references (for new volunteers), returning volunteers need 2 new references every 3 years. References can be submitted by sending the following link to references to complete <https://forms.gle/5DPhfOZ9YbXZDu6e9>
- [Health form](#) (NH law requires all individuals to have a physical within 2 years of camp) and vaccination records
- Copy of your Covid-19 vaccination card (if not included in your vaccination records)
- All volunteers who have lived in NH within the past 7 years will be required to fill out another form upon arrival at camp that will be notarized by James Tresner

Volunteer Staff Conduct

Vehicles (SV19 AD.29.1) : Personal vehicles to remain at camp during the week should be parked in side lot next to Farmhouse or other parking area approved by the Executive Director.

Personal equipment (SV19 AD.29.1): All personal equipment, including personal sports equipment, should be safe and appropriate for camp. Use of such equipment is at the discretion of the Executive Director. Wanakee does not assume responsibility for lost or damaged personal equipment.

Animals (SV19 AD.29.1): Pets are generally not allowed at camp, the Executive Director has sole discretion to make exceptions as needed.

Cell phones (SV19 AD.29.1): Cell phones are not to be used in front of campers unless there is an emergency.

Tobacco, alcohol, drugs (SV19 AD.19.1, AD.29.1): Alcohol and illegal drugs are not to be on camp property. Anyone in possession or under the influence should be reported to the Executive Director, Assistant Director, or Nurse. Tobacco is not to be used in or near any camp buildings and should be used out of sight of campers. Prescriptions must be administered by Health Officer for all staff, volunteers, campers (**SV19 HW.13.1**).

Visitors (SV19 AD.29.1): Please get prior approval from Executive Director or Assistant Director to ensure we know who is authorized to be on camp property.

Photos (SV19 AD.29.1): Wanakee recognizes the value of capturing camp memories in photos, as well as their function for spreading the camp experience. While photos are useful, they are also need to be treated carefully. The security and preferences of campers takes priority.

All campers are given a Photo Release outlining the potential use of photos taken of them at camp. Staff will be informed of campers that have not agreed to the photo release, and they must avoid taking photos involving these campers. Any photos including these campers, taken by accident, should be deleted immediately. Parents of campers without a photo release will be asked if they would like the camper in a “site photo”, and accommodations will be made to get them this photo.

Photos taken by staff assigned to photography duties through their position at camp are property of Wanakee, whether taken on camp or personal equipment. These photos must be shared with administrative staff and deleted from any personal devices.

Photos can be taken for personal use but they should not be used for public purposes. Staff and volunteers are reminded that they represent Wanakee through their online presence.

Wanakee reserves the right to require that photos taken of minors at Wanakee must be deleted from devices and/or removed from all social media should it be deemed necessary to protect campers or Wanakee.

Personal Conduct (SV19 AD.29.1, ST.28.1, ST.29.1): The nature of the summer volunteer position is such that they will be a role model for youth. Further as a staff person at Camp, your actions and appearance will reflect upon the entire organization. The following actions are instances of misconduct and the Executive Director will take appropriate action (verbal or written warning or dismissal):

1. Use of alcoholic beverages between 12 noon on Sunday until released from duty for the week; use of alcoholic beverages at any time by anyone prohibited by law from using alcoholic beverages; providing alcoholic beverages at any time to anyone prohibited by law from using alcoholic beverages; possession of alcohol on camp property (including inside of a vehicle); being on camp property or vehicles under the influence of alcohol or drugs; use, possession of, or being under the influence of illegal drugs at any time during the summer, including prescription drugs for which the user does not have a prescription.
2. Leaving an "on duty" post uncovered.
3. Unbecoming conduct on or off camp grounds.
4. Physical abuse/molestation of campers.
5. Romancing with campers or underage volunteers/staff, or romancing with volunteers or staff when campers or parents are present. Campers should not be aware of any romantic relationships between members of the summer staff community.

6. Use of language inconsistent with Christian ministry in the presence of parents, volunteers or campers.
7. Disrespecting or threatening physical harm to campers, parents, staff or any persons involved in or visiting Wanakee or its program.
8. Possession of a weapon or anything intended to be used as a weapon (including look-alike weapons).
9. Lying to or misleading a supervising staff member.
10. Viewing any sexually explicit material on any kind of media including but not limited to: magazines, computers, and movies.
11. Violation of camp safety regulations, including driving through camp at excessive speeds, and waterfront and ropes course safety rules.

Violation of these rules threatens the survival of Wanakee. As such, staff are required to report any violation of these rules to the Executive Director.

Any conduct that violates the law may also be reported to the appropriate authorities.

If you have any questions or need any clarification on these policies, please contact James Tresner or Hannah Cote at 603-279-7950, or mail@wanakee.org

Thank you for volunteering to be a part of Wanakee's important ministry! It is your passion, skill, and creativity that makes lifelong memories happen. See you this summer!