



Dear Camp Staff Member or Volunteer,

Welcome to the Hawai'i-Pacific District NYI Teen Camp!

At Teen Camp, we take our responsibility to care for campers very seriously. These guidelines are intended to facilitate an excellent camp experience for all those who spend time at HI-Pac NYI Teen Camp.

The pages of this handbook provide a general overview of procedures and guidelines for Teen Camp staff members and volunteers designed to prevent sexual abuse, physical abuse and neglect of campers. Our policies are intended to create a safe environment for campers, protecting campers, you, and the mission of Teen Camp. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

NYI Council & HI-Pac NYI Teen Camp Team

NYI Teen Camp Policies: Preventing Abuse and Neglect

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Overview of the Teen Camp Safety System

Because we care for and desire to protect campers, NYI Teen Camp requires all staff members and volunteers to complete **4 SAFETY STEPS** before placement.

STEP ONE: Sexual Abuse Awareness Training

NYI Teen Camp policies and procedures require that staff members and volunteers avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the NYI Teen Camp Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a camper for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s care-giver or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip NYI Teen Camp staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Teen Camp requires all staff members and volunteers to complete MinistrySafe sexual abuse awareness training (live, or online at www.MinistrySafe.com or www.AbusePreventionSystems.com). This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the NYI Teen Camp Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application, including a signed release (employees and volunteers)
- complete a face-to-face or telephone interview (employees and volunteers)
- provide references to be checked (employees and volunteers)

STEP THREE: Review Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page, indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

NYI Teen Camp requires that all staff members and volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of criminal background check may be required.

Camper Safety Policy

ABUSE TOLERANCE

NYI Teen Camp has a **zero tolerance for abuse**. It is the responsibility of every NYI Teen Camp staff member and volunteer to act in the best interest of campers in every program.

In the event any staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each such staff member or volunteer to immediately report their observations to an immediate supervisor, NYI Teen Camp Administration, or a member of the NYI Teen Camp Safety Committee.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

NYI Teen Camp is committed to providing a safe, secure environment for campers. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the NYI Teen Camp Safety Committee and the Police Department, Child Welfare Services, or other appropriate agency.

NYI Teen Camp intends to create and foster a culture of communication, reporting safety concerns or policy violations. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report possible ‘grooming’ behaviors, any policy violations, or any suspicious behaviors to a supervisor or a member of the NYI Teen Camp Safety Committee.

ENFORCEMENT OF POLICIES

NYI Teen Camp staff members and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all NYI Teen Camp policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment for both volunteers and staff members.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for campers, NYI Teen Camp staff members and volunteers must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, NYI Teen Camp Coordinator, or a member of the NYI Teen Camp Safety Committee.

CONSEQUENCES OF PROHIBITED OR HARMFUL ACT

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, will be immediately suspended from participation at NYI Teen Camp. This suspension will continue during any investigation by law enforcement or Child Welfare agencies.

Any person found to have committed a prohibited act will be removed from future participation as a staff member or volunteer in all activities and programming that involve campers at NYI Teen Camp. If the person is a staff member or employee, such conduct may also result in termination of employment from NYI Teen Camp.

Failure to report a prohibited act to one of the individuals identified above is a violation of this policy and grounds for termination of a staff member or dismissal of a volunteer.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

If a camper is in immediate danger, please call 911.

To report disclosed physical or sexual abuse, please call the *Child Abuse and Neglect reporting line*:

Oahu – [808-832-5300](tel:808-832-5300)

Toll Free Neighbor Islands – [1-888-380-3088](tel:1-888-380-3088)

If you have any suspicion of labor or sex trafficking, please call the *Human Trafficking reporting line*:

Oahu – [808-832-1999](tel:808-832-1999)

Toll Free Neighbor Islands – [1-888-398-1188](tel:1-888-398-1188)

The police or child welfare services will walk you through the process of how to make a report.

The Safety Committee, discussed on the next page, will need to be made aware of the report in

order to plan for the camper's safety and anonymity during the initial phase of interviewing done

by the Police Department. The NYI Teen Camp Safety Program Coordinator will also be

available to accompany any staff or volunteer making a report if requested.

WHEN IN DOUBT, REPORT!

NYI Teen Camp Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, NYI Teen Camp will appoint and maintain a Safety Committee, which will meet once each month during camp season. At the end of the camping season, the NYI Teen Camp Safety Committee will meet to discuss what, if any, changes are necessary to NYI Teen Camp's policies or programming to ensure camper safety.

MISSION STATEMENT

The purpose of the Safety Committee is to enable NYI Teen Camp to carry out appropriate camp activities while safeguarding campers against emotional, physical, or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. District Superintendent
2. NYI President
3. NYI Teen Camp Coordinator
4. Safety Program Coordinator
5. Camp Nurse

MEETINGS

The Safety Committee will meet on a monthly basis during camp season to discuss risk management practices and updates. The Safety Committee may also meet, when necessary, to address a circumstance or respond to the report of any incident or allegation. At the end of the camping season, the NYI Teen Camp Safety Committee will meet to discuss what, if any, changes are necessary to Teen Camp's policies or programming to ensure camper safety.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing NYI Teen Camp policies and procedures related to camper safety and risk management issues.
2. Monitoring all NYI Teen Camp programs for ongoing compliance with safety policies.
3. Making recommendations regarding safety issues to the NYI Teen Camp Administration.

Camp Culture – Staff Members & Volunteers

PHYSICAL APPEARANCE

Your physical grooming makes a statement to campers, parents and other staff members and volunteers. While serving at NYI Teen Camp, we ask that you limit your freedom concerning hairstyle, clothing, tattoos, and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate for wear at NYI Teen Camp, please consult the Teen Camp Coordinator or the Safety Program Coordinator.

MODESTY

Your choice of clothing makes a statement. While serving at NYI Teen Camp, we ask that our female staff members and volunteers help us create an atmosphere of modesty by wearing one-piece bathing suits, covering swimwear with t-shirts and shorts while not participating in water activities. We ask our male staff members to show similar respect to women by wearing t-shirts when not participating in water activities, and to avoid Speedo-style swimsuits.

DATING

Public displays of affection between dating couples are not permitted under any circumstances. We expect professional behavior at all times.

MODELING BEHAVIOR

What we do in moderation, campers will do in excess. Campers will look to you to set the boundaries they will test. This is a dilemma with which every staff member or volunteer will wrestle. The way you dress, what you say, how you respond to the smallest circumstance – our campers are watching. If you communicate that it is OK to move an inch, they *will* go a mile. Please read and understand the guidelines below regarding appropriate “touch and talk”, and follow them closely.

The following rules are to be followed at all times:

- **No Verbal Abuse**
- **Never touch a child in an aggressive manner**
- **Absolutely No Profanity**
- **No Displays of Public Nudity at Any Time**
- **No Mooning, “Pantsing,” Wedgies or Swirlies**
- **No Descriptive Stories Regarding Drinking or Sexual Behaviors**
- **No Urinating Off Porches at Any Time By Anyone**
- **No Sleeping or Napping With Campers for Any Reason**
- **Never Compare a Camper’s Body With Another Camper or Staff/Volunteer**
- **No Racial Put-Downs or Racial Jokes**
- **No Ear or Body Piercing or Tattooing of Any Camper**
- **No Tickling Campers**
- **No Wrestling**

APPROPRIATE PHYSICAL TOUCH

All staff members and volunteers should exercise good judgment when expressing one's self through physical touch. Appropriate physical touch may include the following:

1. An arm around the shoulder (side hug)
2. Short, congratulatory, or greeting hugs
3. A brief, assuring pat on the back or shoulder, but NOT to those kids who feel that such touch is offensive to have their body patted.
4. A few **NEVERS**:
 - a. We don't touch campers in anger or disgust.
 - b. We don't touch campers in any sexually connotative manner.
 - c. No staff member will ever (day or night) be on or in a camper's bed.
 - d. Never touch a camper's private parts (to remove ticks or for any other reason).
 - e. Never tickle a camper; this can be misconstrued as sexual contact.
 - f. Never ignore a camper's request not to be touched.
 - g. Never express or require physical affection or touching in any form from a camper who shows or expresses discomfort with physical touch.

If a question ever arises, consult a Program Supervisor or the NYI Teen Camp Coordinator. Any infraction of the above policy involving even the slightest form of sexual connotation will result in immediate dismissal from the camp with no chance of rehire.

Camp Culture – Campers

BULLYING

Verbal, physical or emotional bullying will not be tolerated.

The majority of camper-on-camper verbal, physical and emotional harassment occurs at night when the lights are out and you are in bed. In order to avoid this we ask that you maintain a presence in the camper cabin area at all times until everyone is asleep.

It should be made clear from the first minute of every session that verbal, physical or emotional harassment of any kind will not be tolerated. At the first sign of verbal or other attacks, act decisively. There is no "harmless putdown" when dealing with kids.

- a. First instance comes with a warning to the camper and a general reminder to the group that this kind of interaction is inappropriate. Make sure not to embarrass or chastise them.
- b. Second instance requires that you pull the offending camper(s) from the group and discuss the inappropriateness of bullying behavior. Set some clear parameters and behavioral goals for them to achieve. However, let them know that the next step is a visit to the NYI Teen Camp Coordinator. Notify the NYI Teen Camp Coordinator of ANY signs of bullying or verbal abuse.
- c. Make sure that any camper who is the brunt of bullying attacks is handling the situation well. Have a private dialogue with him or her to assess the situation. **DO NOT SINGLE CAMPERS OUT IN FRONT OF THE GROUP!** Be discreet and protect their dignity.
- d. Third instance results in a trip to the NYI Teen Camp Coordinator and a phone call to the parents.

RESPECTING CAMPER PRIVACY

Make sure campers understand the importance of respecting each other's privacy. A camper's bed is his/her home and the camper's cabin trunk/suitcase is off-limits to anyone but the camper. In addition, shower time is a very private time. During showers, only those who are taking showers should be in the bathroom or shower stall.

DISCIPLINE

It is the policy of NYI Teen Camp that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of campers. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by campers. If a camper is unruly or fails to comply with verbal warnings or instructions from a staff member/volunteer, the NYI Teen Camp Coordinator will contact the camper's parent. If the behavior persists, the camper's parent will be contacted to pick up the camper. In the event of a fight or physical altercation, a staff member or volunteer will verbally redirect campers involved, trying to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to the NYI Teen Camp Director and/or the Safety Program Coordinator.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and campers should be positive and uplifting. NYI Teen Camp employees and volunteers should strive to keep verbal interactions encouraging and constructive.

To this end, staff members and volunteers should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing or using profanity in the presence of campers.

ACCESS TO CAMP COORDINATOR

All camp areas are equipped with slotted, locked boxes which are checked daily by a NYI Teen Camp Coordinator. If any camper has any like, dislike, suggestion, complaint, discomfort, or desire to communicate directly to a NYI Teen Camp Coordinator ALONE, he or she is encouraged to do so by means of these secure boxes. Anonymous communications are OKAY.

The existence and location of these boxes will be communicated at the beginning of each camp term and repeated several times during each camp term.

Supervision of Campers

STAFF MEMBER/VOLUNTEER TO CAMPER RATIO

NYI Teen Camp is committed to providing adequate employer member and volunteer supervision in all camp activities and programs. Accordingly, the following ratios will be observed for camp activities and programs:

For groups up to and including 10 campers, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 campers, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 campers, there will be at least 3 staff members or volunteers supervising. This ratio may change depending on the activity (i.e., swimming, archery etc.).

If a worker is out of ratio, it is their responsibility to immediately notify the responsible Coordinator. The NYI Teen Camp Coordinator will make diligent efforts to immediately bring staff member/volunteer to camper ratios into compliance with this policy.

OFF-LIMIT AREAS

All NYI Teen Camp staff members and volunteers will be responsible for ensuring that their campers are not in areas deemed off-limits.

MONITORING HIGH-RISK AREAS

The purpose of this section is to become aware of *high-risk* areas at camp, and methods to effectively lower that risk. Any area on camp property where campers are not directly supervised is a high-risk area. In these areas, campers can more easily bully and abuse (verbally, physically, and even sexually) each other. It is the responsibility of all staff members and volunteers to be aware of the potential for bullying and abuse, and to monitor camp locations where campers can be alone.

For activities involving large numbers of campers, staff members and volunteers will be assigned to monitor high risk areas for the duration of the activity. Monitoring of high-risk areas will be built into the programming and planning for these events.

High-Risk Areas include:

- all bathrooms on camp property
- night activities
- water activities
- changing areas (during day and night)

UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS

No camper will ever be left unattended or unsupervised during camp ministry programming or activities. NYI Teen Camp staff members and volunteers are prohibited from being alone with an individual camper in any room or building. In the event a staff member or volunteer finds themselves alone with a single camper, that staff member or volunteer will take the camper to a room or building occupied by others, or to a location easily observed by others. (Example: If a camper desires conversation or counsel with a staff member or volunteer after regular programming has concluded, the staff member or volunteer to relocate the discussion to a place where other staff members are present, or which is easily observed.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving to ensure that there is no camper left unsupervised.

Any two campers together in an unseen or less easily viewed area should be redirected to another (more open) area.

APPROPRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS

NYI Teen Camp recognizes that meeting the emotional needs of campers may occasionally require staff members and volunteers to meet with them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with campers.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the NYI Teen Camp Coordinator.

In the event a closed-door meeting must occur, the staff member must inform another staff member and ensure the door remains unlocked.

Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed.

Rules for Camper Safety

PHYSICAL CONTACT

NYI Teen Camp is committed to protecting campers in its care. To this end, NYI Teen Camp has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our camp programs. The following guidelines are to be carefully followed by anyone working or volunteering at NYI Teen Camp:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and campers are important for campers' development and are generally suitable in the camp setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, a NYI Teen Camp Coordinator, or a member of the NYI Teen Camp Safety Committee.
3. Physical contact should be for the benefit of the camper, never based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other campers or staff members or volunteers. It is much less likely that touch will be inappropriate or interpreted as such when physical contact is open to observation.
5. Staff members and volunteers are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers.
6. Any inappropriate behavior or suspected abuse by any staff member, volunteer or camper must be reported immediately to an immediate supervisor, the NYI Teen Camp Coordinator or a member of a NYI Teen Camp Safety Committee.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for campers. The following guidelines should be strictly observed when workers are involved in the transportation of campers:

1. Campers should be transported directly to their destination. Unauthorized stops in a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one camper in transport. The presence of at least two staff members or volunteers is encouraged.
2. Staff members and volunteers should avoid physical contact with campers while in vehicles.
3. The use of cell phones while driving NYI Teen Camp vehicles (owned or rented) is prohibited, unless in an emergency. In other non-emergency circumstances, staff members and volunteers are to stop the vehicle before using a cell phone.
4. Absolutely NO TEXTING is allowed by the driver of a moving NYI Teen Camp vehicle.
5. No drivers under age 21 may drive NYI Teen Camp owned or rented vehicles.

SLEEPING ARRANGEMENTS

Staff members and volunteers will strictly observe the following rules:

1. At least one staff member or volunteer is required to be in the sleeping area with campers at all times. Notwithstanding the appearance that all campers are sleeping, the staff member or volunteer will not leave the cabin or sleeping area.
2. Appropriately modest sleeping attire must be worn to bed.
3. During bed checks, staff members and volunteers should never physically touch a camper.
4. Campers will not share a bed, bunk or sleeping bag with another camper or staff member/volunteer. Each staff member, volunteer, and camper will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any camper in the program. If it is necessary to address issues related to purity, dating, sex and human sexuality, clear such discussions with a NYI Teen Camp Safety Committee personnel.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers at NYI Teen Camp are prohibited from possessing any sexually oriented materials or images (magazines, cards, phone pics, videos, etc.) at NYI Teen Camp or in the presence of campers.

NUDITY

Staff members and volunteers at NYI Teen Camp should never be nude in the presence of campers in their care. In the event any a situation calls for or contemplates the possibility of nudity (i.e. changing clothes before or after a water activity, overnight activity, etc.), the staff member or volunteer will submit a plan to the Program Supervisor concerning arrangements for showering or changing clothes that is consistent with this policy statement.

TOBACCO

NYI Teen Camp requires staff members and volunteers to abstain from the use or possession of tobacco products while on NYI Teen Camp property, and while in the presence of campers or their family members. NYI Teen Camp is a tobacco-free facility.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any NYI Teen Camp facility, while traveling with campers, or while working with or supervising campers.

CAMP CURFEW

For security and rest purposes, the NYI Teen Camp curfew is **11:00 p.m.**. At NYI Teen Camp, we take camp security very seriously. All staff members and volunteers are expected to cooperate in the security process. At least one staff member or volunteer must remain in each cabin after “lights out” in order to maintain the highest level of security. When off duty, staff members and volunteers should feel free to stay out past “lights out”. However, at **11:00 p.m.**, camp will shut down, and the only authorized persons outside their cabin will be security staff. Repeated disregard of curfew will be considered a safety risk, and may result in termination.

Camper Contact Policy for Current and Former Staff

COMMUNICATIONS WITH CAMPERS OUTSIDE OF CAMP

The TEEN CAMP safety standards established to protect campers and ensure healthy relationships during camp should be respected outside of camp as well. In addition to camp safety standards, the following policies should be respected in all interactions with campers occurring outside of camp.

- Parents of all campers must approve any and all interactions with students, including but not limited to: email, social network interactions, phone calls, personal visits. No interaction should ever take place without the knowledge and approval of the camper's parents or guardian.
- If a camper requests to be a “friend” on Facebook or similar social networking sites, permission from parents should be granted before accepting these offers.
- Current or former staff members should never be alone with a camper in an unobserved context or location. This is a policy which takes on even more importance outside of camp.
- Current or former staff members should limit connections by gender. Current or former male staff members should not initiate or maintain contact with female campers. Current or former female staff members should not initiate or maintain contact with male campers. Dating relationships of any kind between staff members or volunteers and a camper are strictly prohibited.
- If a family invites a current or former staff member to visit, these visits should never involve spending the night at the camper's home.
- Current or former staff members should never have campers spend the night at their homes for any reason.
- Just like in camp, if a camper shares information that puts them or anyone else in danger, the parents of that child should be notified immediately. When in doubt, err on the side of caution, and contact the NYI Teen Camp Coordinator for counsel.



Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of HI-Pac NYI Teen Camp’s policies and procedures manual for preventing abuse and neglect, and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at NYI Teen Camp.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by NYI Teen Camp.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between NYI Teen Camp and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the HI-Pac NYI Teen Camp policies and procedures manual for preventing abuse and neglect.

Staff Member or Volunteer’s name (please print)

Staff Member or Volunteer’s signature

Date: _____

[This page to remain attached to the HI-Pac NYI Teen Camp Policies]



Policies and Procedures

Statement of Acknowledgment and Agreement

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Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page to be signed, detached and delivered to the HI-Pac NYI Teen Camp Coordinator]