

You model our mission, mentor our campers, and lead by example to the highest standard.



Counselor Handbook

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Our Mission: *Naturally Inspiring Growth through Honor, Loyalty, and Friendship.*

Philosophy, History, and Structure

A vibrant camp life for girls
and women since 1922.



Welcome from the Director

It's more than a job, it's a way of life...

By Camp Alleghany Director

It's a tradition of women guiding and mentoring young girls and teens — our campers — to be their best, to experience the unknown and the familiar with courage and joy, and to develop confidence in themselves at each age and stage of their camp journey. As such, you have no more important job this summer than to *always be modeling the highest standard of behavior, to be a trusted mentor that they can always look up to.*

You're here to teach, nurture, and guide young girls who will look to you as a role model. It's a huge responsibility but you were chosen for this job because *we're confident in you!*

Through the gifts and skills that you bring, and the training, support, and encouragement that we'll provide to you, along with the resources in this handbook, you'll be well-equipped to be the best counselor that you can be.

We will help you understand how the many diverse skills you'll learn and perform at camp — from the routine and mundane, to the creative and challenging — will be useful to you in subsequent job opportunities.

The purpose of this handbook is to provide a comprehensive source for your role as a 'Ghany counselor. It's a useful resource for the entire staff — whether it's your first time here or your tenth summer as a counselor. There are yearly updates, so please treat this as a new document each summer.

From the Director all the way to first-time counselors, **our goal is to improve each camper's experience every summer.** This handbook will assist you in the practical, tangible aspects of your job, as well as your efforts at achieving the camaraderie, mission, spirit, and ideals of Alleghany.

You've been selected as a counselor this summer because of your qualifications, experience, training, and recommendations. Camp rests its confidence in your commitment to uphold the traditions and ideals of Alleghany. In general terms, you're charged with the following responsibilities:

- Modeling the **Honor Code**, the foundation of Alleghany. Through your example and mentoring, it's your responsibility to uphold these core values: *no lying, cheating, or stealing.*
- Ensuring that you adhere to the **Counselor Code of Conduct.**
- Upholding the **No Gossip Policy.**
- Ensuring that the campers adhere to the **Camper Code of Conduct.**
- Respecting the Camp Administration and Chain of Responsibility.
- Obeying all staff rules, according to the Employment Agreement that you signed before arriving to work at camp this summer, and outlined in this handbook.



And while our constant theme is "**camp is for the campers,**" there's a parallel theme: "**happy counselors make happy campers.**" The Admin Team wants the staff to have a memorable and fun summer because decades of camp experience tell us that the summers when staff morale is highest are also the summers when the campers are happiest and most likely to return for years to come. Accordingly, we welcome your suggestions and are glad to discuss any questions you have in regards to your work, your Agreement, and camp policies. We're glad you are here, and look forward to a positive and fun-filled summer!

Camp Alleghany's purpose is to be a positive influence in young girls' lives, instilling them with the values of sportsmanship, citizenship, cooperation, consideration for others, and positive self-image. Our counselors are the key here; we entrust you with this purpose, and we challenge each of you to be the best counselor and role model that you can be this summer.

—Elizabeth Shreckhise, Director, Camp Alleghany for Girls

MISSION

Camp Alleghany's mission statement is: ***Naturally inspiring growth through honor, loyalty, and friendship.***

When faced with decisions, all members of the Alleghany community must refer to the mission statement in the following way:

DOES IT INSPIRE GROWTH?

- Is the goal to help someone become better and stronger?
- Will it help someone achieve a goal or learn a valuable lesson?

IS IT HONORABLE?

- Does it uphold the principles of the Honor Code, the No Gossip Policy, and other camp policies?
- Does it advocate good citizenship at Camp Alleghany?

IS IT LOYAL?

- Does it respect the traditions of Camp Alleghany?
- Is it faithful to Camp Alleghany's morals, values, and ideals?

IS IT IN THE SPIRIT OF FRIENDSHIP?

- Is it sportsmanlike and cooperative?
- Is it in consideration of others and beneficial to the community?
- Is it inclusive?

RIGHTS AND DIGNITY STATEMENT

Camp Alleghany respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, sexualities, races, political affiliations, and religions. We expect all individuals to act respectfully when on our property and to respect the rights of others regardless of their differences. Camp Alleghany is inclusive to all, and staff are trained to set the highest examples of behavior for campers. We practice this through our Camper Code of Conduct, Counselor Code of Conduct, Honor Code, and No Gossip Policy. Camp Alleghany is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, national origin, gender identity or expression, sexual orientation, political affiliation, or age.

BELIEF STATEMENT

"Healthy self-esteem is their armor against the challenges of the world."

In everything we do, we believe that girls need healthy self-esteem, and their own, individual voice to confidently navigate life's challenges.

PHILOSOPHY

Alleghany's philosophy is that when young women spend time together in a structured yet fun setting, away from their male friends, school, peer pressure, and academic expectations, they gain confidence and leadership potential. Alleghany offers a chance to experience new activities, to express oneself, and to broaden one's abilities without the pressures of our fast-paced society. Living under an honor system and in the safety of the wilderness away from the distractions of modern technology, the girls build new skills, lasting friendships, and solid self-confidence.

HISTORY

Rooted in the finest traditions of summer camping, Camp Alleghany was founded in 1922 by Dr. Walter Hullihen, founder and owner of Camp Greenbrier for Boys. With the help of Director Hugh Worthington, Dr. Hullihen modeled Alleghany after Camp Aloha in Vermont, where Mr. Worthington's wife Helen attended as a young girl. The programs and traditions established in those early years continue today with true faith to the founders' ideals.

Camp Alleghany's leadership passed to the Dawson family in 1963 when S. Cooper Dawson, Jr. became the Director and owner. Alleghany continued under the directorship of his son, Sam Dawson, who now acts as President Emeritus of Camp Alleghany for Girls.

In 2018 his daughter, Elizabeth Dawson Shreckhise became Director after about a decade as the Assistant Director. With the help of the Administration Team, her staff, and the assistance of her parents, Elizabeth works to continue the ideals begun in 1922 and provide girls a place to grow in confidence and develop their leadership potential.

Fully Connected Community

Retreat-based summer camps — that is, camps "away" from the hustle and bustle of life, and situated in nature for the purpose of connecting with nature, — have been a part of American culture since the 1870s. Our camp itself is 100 years old as of the summer of 2022!

As a Fully Connected Community we recognize that the same need that people saw over a 100 years ago to take time to slow down, retreat from everyday modern life, seek nourishment from the natural world, and really embrace the culture of a special camp place, is every bit as potent a need today as it was back then.

In fact, with the proliferation of cell phones, and the hyper-plugged in realm of social media, we'd argue that this need may be even *more urgent today*.

It's for that reason that we want counselors to understand that working at Camp Alleghany means that being Fully Connected is being fully connected to *camp*, and not to the outside world. **We're a cell phone-free, Internet-free, e-device-free girls summer camp for our campers and staff.**

We Love Being Fully Connected

The beauty of being Fully Connected is that we're entering into our camp world committed to working closely and in a supportive way with one another. We're committed to seeing each other face to face, talking and dialoguing about our work and camp needs, resting into place and simply being fully present and alive to that process in an open-minded and open-hearted way. We know that it brings out the best in us in our work!

We want our staff to see their time at camp not simply as a summer job, but also as a time for personal self-renewal, reflection, and deep connection to others with and through Mother Nature.

If this is an approach that you, too, are looking for in order to find balance and a deeper connection to yourself and others, then Camp Alleghany for Girls might be just the summer job for you.


Of course we allow cell phones during days off and time off, just not during breaks on regular work days. A basic landline is available in the Counselors' Lodge for phone calls, and if you need to use your phone during a non-day off, please speak to a director.


FULLY CONNECTED COMMUNITY

How it works

PHONES HELD IN OFFICE

Phones and devices are locked safely away in the centrally located Camp Office.







DAYS OFF ACCESS

Counselors and staff can retrieve devices if desired on their scheduled days off throughout the summer.

EXCEPTIONS

Staff with extenuating circumstances such as a job or housing hunt for the next year, an online course, etc., can seek time-specific exceptions. We will work with everybody to ensure deadlines are met.

UNIQUE





PARENTAL ACCESS

Parents are always welcome to call the Camp Office if they need to get in touch with their daughter prior to the staff member's next day off.

FULLY CONNECTED COMMUNITY

Our Fully Connected Community works simply, meets extenuating needs, yet keeps our camp community where it needs to be — fully connected to each other. It's a simple, but meaningful cultural shift.





ADMINISTRATION/ORGANIZATION

TERM CAMP

Term Camp refers to the two 3-week sessions Alleghany offers to campers in rising grades 2 through 10. During Term Camp, Alleghany is divided into two camps — Junior and Senior Camp — each with a Head Counselor and an Assistant Head Counselor:

JUNIOR CAMP: Ages 7-12 years (rising grades 2 through 7)

SENIOR CAMP: Ages 13-15 years (rising grades 8 through 10)

UNITS

Each camp is divided into four units, which are supervised by an experienced counselor called the Unit Head. The Unit Head has charge of both campers and counselors in her Unit and is responsible to the Head Counselor.

LEADERS-IN-TRAINING (LITs)

The Leaders-in-Training (LITs) are rising 11th graders who are in a transition program bridging between camper and counselor. They stay the full six weeks of Term Camp, and spend half of their day in activities with the other campers, and half of their day in a daily 2-hour leadership course. They also go on a wilderness trip together, perform community service outside of camp, take other out-of-camp trips, and complete leadership goals, tasks, and projects.

MINI CAMP

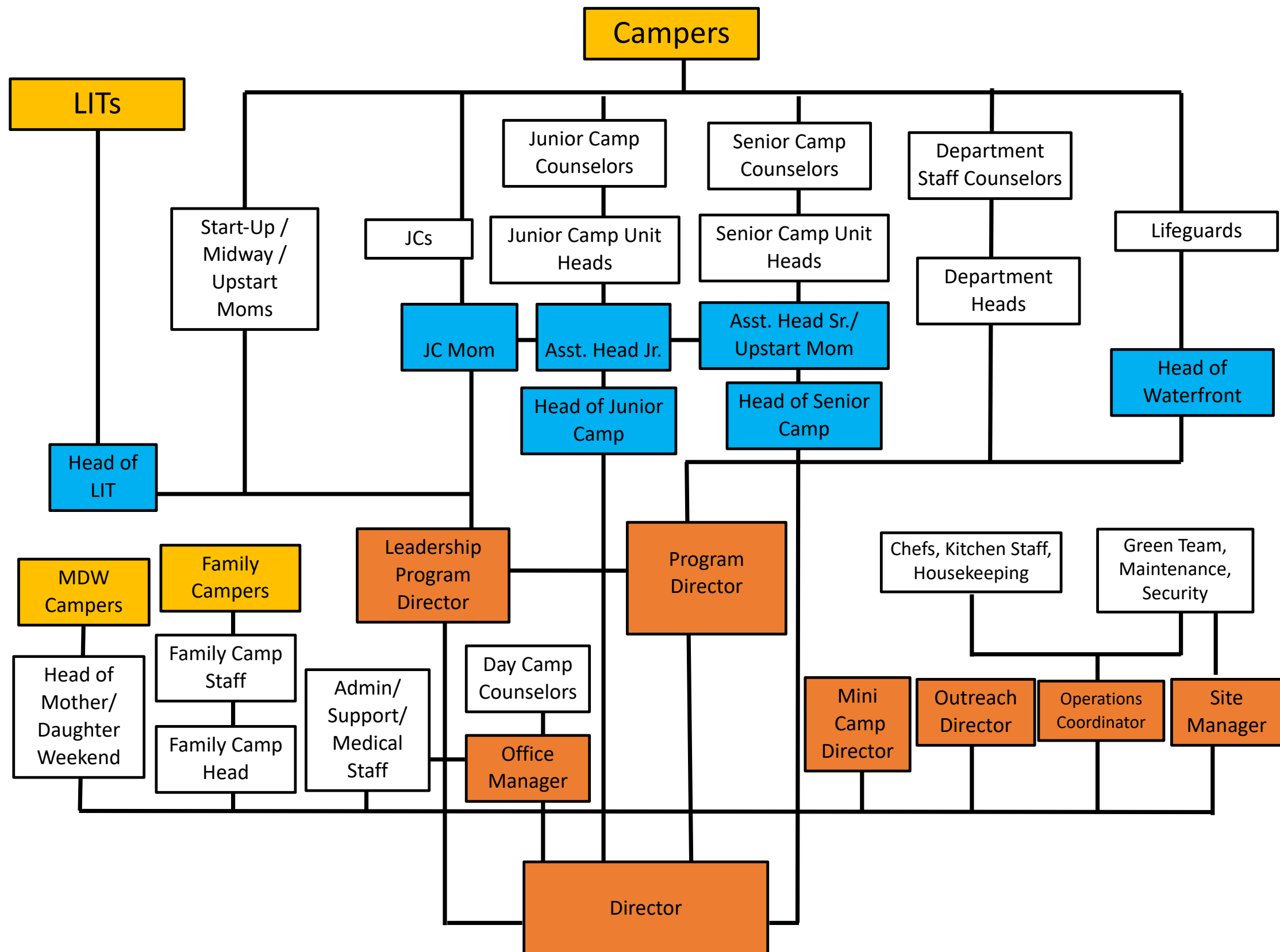
Mini Camp is a one-week session offered to girls ages 7-10 (grades 1 through 4) who have never been to Alleghany before. A separate Mini Camp staff of volunteer alumnae serves as the tent counselors, while the Term Camp counselors teach the department activities concurrent with their staff training. Mini Campers live in Junior Camp and are not divided into Units like Term Camp. The Mini Camp Director oversees the Mini Camp Counselors and Mini Campers.

CHAIN OF RESPONSIBILITY

Counselors use the Chain of Responsibility seen on the next page to report incidents or make requests. Counselors are to adhere to the following hierarchy of supervisory personnel when problems arise or assistance is needed.



CHAIN OF RESPONSIBILITY



TEAM ROLES

HEAD COUNSELORS

HEAD COUNSELORS: Each camp has a Head Counselor who supervises her respective camp (Junior or Senior), sees that the Unit Heads and counselors are doing their jobs correctly, and keeps in constant communication with the Directors regarding the well-being of the campers and staff. The Head Counselors must be organized, energetic, and mature.

ASSISTANT HEAD OF SENIOR CAMP/UPSTART MOM: In addition to assisting the Head of Senior Camp, she's also in charge of the Upstarts, who are the oldest campers in camp. The Assistant Head of Senior Camp/Upstart Mom should be organized and prepared to help develop young leaders.

ASSISTANT HEAD OF JUNIOR CAMP: This Head Counselor assists the Head of Junior Camp in all daily operations within Junior Camp. She must be organized, creative, and love Junior Campers.

JC MOM: This Head Counselor guides and supports the Junior Counselors, Alleghany's counselors-in-training. The JC Mom supervises the Junior Counselors in their daily activities, and facilitates a JC class a few times a week to discuss and review counseling duties and techniques.

HEAD OF LIT: Head of LIT is responsible for the 16 year old campers in the Leaders-in-Training (LIT) program. She is responsible for organizing and leading their service projects, facilitating a daily 2 hour class about leadership, and training LITs as lifeguards.

HEAD OF THE WATERFRONT: This Head Counselor supervises all river activities, including supervision of the Swimming and Canoeing departments. The Head of the Waterfront organizes daily Free Swims, the lifeguard schedule, and the Swim and Canoe Meets. The Head of the Waterfront must be 21 or older, and must have lifeguard training and certification, as well as strong organizational skills and a level head.

LEADERSHIP DUTIES

DEPARTMENT HEADS: Each department is run by a counselor who has advanced experience and/or skill in the activity. She organizes the lessons and delegates the daily activities and lessons to her staff. It is her job to identify the particular skills of each member of her staff such that they will add the most to that department. Department Heads also must write a report at the end of the summer summarizing the events of her department for that year in addition to evaluating each member of her staff. Additionally, Department Heads must submit weekly lesson plans to the Program Director, and meet weekly with her staff to review the plans.

UNIT HEADS: Junior and Senior Camp are each divided into four units that are supervised by the Unit Head, an experienced and mature counselor. The purpose of the Unit Head is to supervise the counselors who live in that unit and to help them with their campers. She mediates issues and sees that the campers and counselors follow camp rules on tent row, and facilitates activities for Unit Nights on specific nights of camp. Unit Heads must also evaluate each counselor in her unit.

COUNSELORS

COUNSELORS: Our tent/activity counselors are the frontline and backbone of the Camp Alleghany team. You're immersed in the campers' lives, guiding them, mentoring them, and providing morally upright, cheerful, and knowledgeable day-to-day experiences on Tent Row and in your activities.

JUNIOR COUNSELORS: Junior Counselors (JCs) are Alleghany's counselors-in-training. They must have been at camp at least for their Leaders-in-Training summer. JCs are tent counselors, and help with teaching activities. They also enjoy some rituals and customs that are uniquely their own and an initiation where they get "their purple back." They take a JC class three times a week to learn more on the job to prepare them to be full counselors in future summers.

DAY CAMPER COUNSELORS: Counselors hired to care for the Day Campers in camp

ACTIVITY AREAS/DEPARTMENT DUTIES

ALLEGHANY SINGERS: The staff will teach traditional Alleghany songs as well as modern songs, including harmonies, and practice a select few to perform and record at the end of each term. Alleghany Singers also helps with the Sunday choir. Skill with a guitar or piano preferred but not required.

ARCHERY: The staff teaches basic Archery skills using American Archery Association rules and classifications. Knowledge of the sport and prior experience are required.

ARTS AND CRAFTS: A wide variety of crafts are taught, including, but not limited to: tie-dyeing, pottery, painting, weaving, beadwork, basket weaving, woodwork, leather tooling, and simple sewing projects. Some knowledge of these skills is required.

CANOEING: The Canoeing staff teaches basic strokes and advanced handling of a canoe on the river. Must have prior canoe experience and Lifeguard certification. (Kayaking is not taught).

COOKING: Cooking staff will teach not only cooking and baking skills, but also food safety, hygiene, cooking techniques, dining etiquette, and more. Formal culinary training preferred for Department Head.

DANCE: Dance staff will separate campers in to small groups and help them choreograph a dance to be performed at the end of each term. Some modern dance training and experience is preferred.

DRAMA: Basic theatre skills of acting, performing, sets, scenery, costuming, blocking/staging, and simple makeup are taught through the production of one act and multi-act plays. Knowledge of theatre arts is required.

PHOTOGRAPHY/VIDEOGRAPHY/PHOTOJOURNALISM: Counselors will need experience in the areas of using a digital SLR camera and lenses, editing photos, taking and editing videos, and writing skills.

RIFLE: Basic skills in the use and care of a .22 caliber rifle are taught using National Rifle Association standards and rules. All of the rifle staff is trained by an NRA instructor during Staff Training week at no charge to the counselor. Prior riflery experience at Camp Alleghany preferred.

ROPES/BOULDERING: Leadership, teamwork, communication, cooperation, trust, problem solving and self-esteem are taught using initiative games, the low ropes/challenge course located on the path to Brunswick, and the natural bouldering wall below the Dining Hall. First Aid Certification and Low Ropes facilitation certification/ experience required of department head and preferred for all staff members. All other staff must pass proficiency in spotting and facilitation skills. Department Head must also inspect elements at the beginning and end of camp as well as before each use to ensure safety of participants.

SPORTS AND FITNESS: Counselors need a working knowledge of all of the following sports, and should be able to specialize in at least two: field hockey, lacrosse, soccer, softball, kickball, volleyball, basketball, and general fitness. *Sports:* Encompasses beginner and intermediate skills of all the games and sports played on land (except tennis). *Fitness:* Staff will work with campers on general physical fitness exercises and challenges, in a safe and healthy setting.

SWIMMING: Skills-based instructional swim program. Knowledge of strokes and swimming skills required. Water Safety Instructor (WSI) preferred, and Lifeguard Training Certification required of all the staff.

TENNIS: Tennis staff must have thorough knowledge of skills, rules, drills, and teaching techniques for beginner, intermediate, and advanced players. Prior coaching or competitive play is preferred.

WILD WORLD: Particular knowledge of overnight camping, fire building, day hiking, and all safety measures required for these activities is required. Also must focus on reducing the human effect on the environment.

COUNSELOR CONDUCT

REPRESENTING ALLEGHANY: All counselors are representatives of Camp Alleghany at all times during their employment. Each girl is expected to conduct herself responsibly both on and off camp property. If a counselor is wearing Camp Alleghany clothing or carrying an item with the Camp Alleghany logo while off camp property, she must be especially prudent in acting in a professional, mature manner.

INTERNET BEHAVIOR CONCERNING ALLEGHANY: Counselors must refrain from posting inappropriate pictures on the Internet that campers or campers' parents may have access to. Never post pictures of minors (campers) without parental permission.

DATING CO-WORKERS AT CAMP: Camp Alleghany does not prohibit counselors dating other staff members in camp, whether it be a Green Team member or another counselor. Campers must NEVER know that two staff members are in a relationship, or a warning will be given and dismissal of both staff members may result. All staff relationships must be consensual. Any form of dating or spending time together physically must be done off of camp grounds, or a warning, then dismissal, will result. See Consent Policy page 62.

DATING INTERFERENCE WITH WORK: Counselors' first priority must be their jobs and campers; if a relationship with another staff member, or a relationship back home, is distracting them from their jobs, Camp Alleghany reserves the right to dismiss those staff members.

DATING A SUPERVISOR AT CAMP: If a supervisor engages in a dating relationship with an employee he or she supervises, it must be reported to a Director.

ROMANTIC RELATIONSHIPS WITH CAMPERS PROHIBITED: A romantic or physical relationship between a staff member and a camper is strictly prohibited and will result in immediate dismissal, as well as Camp Alleghany reporting such a relationship to the appropriate authorities.

SEXUALITY: Camp Alleghany does not discriminate on the basis of sexual orientation. Employees must uphold the same non-discrimination.

SMOKING/VAPING BY COUNSELOR/STAFF: Smoking is ONLY allowed on the road behind Counselors' Lodge near Crystal Creek and ONLY out of view of campers and visitors/guests who should never see smokers or any visible signs of smoking, including cigarette packs, in camp.

CIGARETTE DISPOSAL: Cigarette butts must be disposed of in provided buckets, or smoking will be prohibited on Camp Alleghany's grounds entirely.

SMOKING/VAPING BY CAMPERS: Campers are strictly prohibited from smoking.

ALCOHOL CONSUMPTION BY COUNSELORS OVER 21: Counselors over the age of 21 are expected to consume responsibly, if at all, during their time off and only off camp grounds. Drinking alcohol as a 21-year-old counselor or older is in no way encouraged by Camp Alleghany. Keeping or drinking alcohol on the camp side of the river is strictly forbidden.

ALCOHOL CONSUMPTION BY UNDERAGED COUNSELORS: Counselors under the age of 21 are not to consume alcohol under any circumstances while employed by Camp Alleghany.

ALCOHOL VIOLATIONS: For counselors under 21, immediate dismissal will result. For counselors 21 or over, one warning will be given, after which immediate dismissal will result if poor choices are made a second time.

LEGAL SUBSTANCES: Counselors of age may use legal substances, including but not limited to CBD or Delta 8, **during their time off and only off camp grounds.** Counselors who choose to engage in such activity are expected to do so responsibly and in moderation, if at all. Using or possessing these substances on the camp side of the river is strictly forbidden. Dismissal will result for any violations to this policy, including over-intoxication or possession in camp.

DRUG USE BY COUNSELORS: Use or possession of illegal drugs (including improper use of prescription drugs) is strictly forbidden by counselors at any time while employed by Camp Alleghany (whether on or off camp property) and will result in immediate dismissal. **Note: THC is still illegal in West Virginia.**

DRUG USE BY CAMPERS: Use or possession of illegal drugs (including improper use of prescription drugs) is strictly forbidden by campers, and will result in immediate dismissal. Counselors who become aware of such conduct must immediately report to the appropriate person in the Chain of Responsibility. Counselors who in any way facilitate a camper's use of drugs will be immediately dismissed.

FOOD STORAGE: If you receive a package with food, drop it off in the Counselors' Lodge during your assigned free time. No food is to be kept in the Bunkhouse/Hickory Hut. No snacking in the Bunkhouse/Hickory Hut.

TIMELINESS: Be on time to ALL activities, meals, Assembly, and Evening Activity, unless you've spoken to a Head Counselor about a reason for being late.

FULL PARTICIPATION AT ALL WORK ASSIGNMENTS: Participation and/or active listening is required at all times, including at the Evening Activities for which you have signed up to attend—no magazines/stationery/crafts.

EVENING COUNSELOR LODGE TIME: Stay in your tent after Taps until let off by Patrol for Free Time if you wish to take it. You can then quietly leave to go to the Counselors Lodge or the Docks.

SELF-CARE: All counselors should aim to be in bed by midnight (with 12:30 being the curfew for all non-JC counselors). Listen to your body; you will be asked to go to bed at Taps if we see you're dragging.

COUNSELOR CODE OF CONDUCT

As a counselor at Camp Alleghany, I understand that I am performing a professional job for which there is a professional code of conduct just as would be found and expected at any other job.

I understand that appropriate conduct and the observance of rules enhance the camping experience for all involved. I know that coming to camp is a rewarding experience for me, but that my job's first priority is to make camp a meaningful and rewarding summer for the campers. In order to do this unselfishly and with a positive attitude, I promise to observe the following guidelines:

To follow all rules of Camp Alleghany, to lead by example, and to be a positive role model for all campers, I will:

- Adhere to the camp schedule at all times
- Be on time for meals, activities, Assembly, and other scheduled events
- Wear appropriate clothing; adhere to dress codes/uniforms/shoe rules
- Observe and enforce table and Dining Hall manners
- Model the appropriate level of respect for such rules.

To complete all duties and responsibilities as outlined in the Counselor Handbook, I will:

- Thoroughly complete my Patrol duties and responsibilities
- Assist my Department Head as she instructs me and approach my daily classes (including rainy days) with enthusiasm
- Be in charge of at least one Evening Activity per term and actively participate in all other mandatory or assigned Evening Activities
- Submit my postcards in a timely and professional manner, knowing the quality of what I send is a reflection on myself and Camp Alleghany
- Read the Counselor Handbook thoroughly and understand that I am responsible for its contents
- Respect camp facilities and clean up after myself (especially in the Arts & Crafts Lodge, Counselors' Lodge, Purple Palace, Office, and Hen House)

To respect the boundaries of counselor free time, I will:

- Only be in the Counselors' Lodge, the Hen House, the Purple Palace, or the Office during designated counselor Free Time (12pm or 5pm, and after Taps)
- Spend minimal time on phone/computer in order to maximize the meaningful relationships gained at camp
- Refrain from discussing the use of the phone/computer or time off with campers

To represent Camp Alleghany — in camp and out of camp — in a respectful and positive manner, I will:

- Display mature, respectful and friendly interactions with parents
- Behave mannerly and dress appropriately on time off in the Lewisburg community (especially when wearing Camp Alleghany clothing, tote bag, or other sign of my camp affiliation)
- Model appropriate behavior for campers when participating in events with Camp Greenbrier or other camps/organizations

To maintain a positive attitude in front of campers and counselors, taking initiative in daily activities and offering help where needed, I will:

- Keep camp clean by picking up trash when I see it
- Offer assistance if I see campers or counselors who need help
- Approach interactions with campers, in class or on tent row, with enthusiasm, patience, and kindness
- Seek assistance from a superior when needed, rather than take frustrations out on campers
- Maintain an unselfish attitude

To handle problems professionally and appropriately, I will:

- Follow the Chain of Responsibility
- Seek assistance from a superior when needed

COUNSELOR CODE OF CONDUCT CONTINUED...

To model hygiene and cleanliness, I will:

- Shower at least every other day and encourage my campers to do the same
- Keep my personal space clean throughout the entire day in accordance with Inspection criteria

To honor the No Gossip Policy, I will:

- Avoid the development of and appearance of exclusive cliques and will include others in conversation, free time, and time off
- Refrain from speaking negatively about others at camp and refrain from spreading rumors about camp

To uphold the Honor Code while employed at Camp Alleghany:

- I will not lie
- I will not cheat
- I will not steal
- I will encourage others, campers and staff, to do the same
- I will not tolerate and will report those who break this code

To uphold the high standards of Camp Alleghany, I will:

- Follow all American Camp Association standards as presented to me in the Counselor Handbook
- Refrain from hazing in any form
- Follow the drinking and drugs policy, which I have read and understand that I am responsible for
- Refrain from inappropriate relationships with other staff members
- Honor, respect and uphold Alleghany's traditions, and model the appropriate level of reverence for these traditions so campers and younger staff will follow my leadership

I promise to make a commitment to these rules and guidelines while employed at Camp Alleghany, as a way to make camp the most positive and supportive environment it can be for both campers and counselors.



Making a Positive, Meaningful, Lasting Impact on Childrens' Lives

How to Live, Think, Act like the Best Counselor in the World!

Congratulations — as a Camp Alleghany for Girls Counselor, you're part of a rich tradition stretching back over 100 years!

Please remember that the campers admire you more than you may even be aware. As such, you must be your best self with your campers in *all* your day-to-day interactions — whether with them, with each other, or in working with camp administration. Young eyes and ears are ALWAYS watching and listening.

In addition to teaching and tent supervision, your behavior at camp includes everything from your respect and upholding of camp rules, the subject matters you discuss, and in general, your attitude towards camp life. *Your actions carry even more weight with your campers than your words.* Because we live as well as work here, it's easy to “relax” in ways that don't happen at other jobs, taking personal performance for granted, becoming openly critical, and letting down your professional demeanor. Camp asks for more — you're professional in all camp situations, no matter what.

That said, camp IS A FUN PLACE! **We want you to have fun with your campers!** At camp, happiness and fun come *with* professional behavior.

As for how to interact with campers, sincerity and consistency evoke a more genuine and lasting response than a dictatorial or condescending attitude. While Alleghany has a few hard and fast rules that must be strictly followed for reasons of health and safety, camp has no desire to dictate additional harsh rules — you are empowered to guide your campers to follow camp rules in a positive, encouraging way.



TENT COUNSELOR RESPONSIBILITIES

Tent counselors are responsible for the general well-being of the campers assigned to their tent. You're expected to observe schedules and set an example for your campers. Promptness, enthusiasm, patience, and neatness are a constant requirement. Counselors are of course expected to regard their campers as their #1 priority at all times. If a camper has had a bad day or is homesick, it is more important that you be with her than elsewhere. Most importantly, counselors are expected to maintain a professional and unselfish attitude and to uphold Alleghany's ideals and traditions throughout the term, especially at all times when campers are present.

Each counselor lives in a tent with three to five campers. It's the counselor's responsibility to ensure that each of these campers is safe at all times, follows the camp rules, follows her activity schedule daily, upholds the Honor Code and adheres to our mission statement.

The counselor will also form close bonds with each camper, ensuring that she is safe, thriving, and enjoying her time at Alleghany. In addition to supervising her assigned campers, each tent counselor teaches one or two of the 14 activities offered to campers. There are four activity periods per day, and every counselor is assigned to teach during each period.

TENT LIFE

GUIDING YOUR TENT CAMPERS: Fact: The more time (and meaningful time) you spend with your campers, the fewer problems you'll have.

For a period of six weeks you are a "mother" to a group of four or five young girls. They look to you for guidance and leadership. You can do much to make this a wonderful experience.

Greet each day with a spirit of adventure and be ready to meet its many challenges. Alleghany offers girls opportunities that they likely do not have elsewhere. Our goal is for each girl to learn new skills. As a teacher, your enthusiasm, patience and sense of humor will go a long way toward helping

campers achieve these skills. At the same time, remember to encourage those intangibles that Alleghany strives to instill in girls.

Campers need to learn to accept frustrating days along with successful ones. Make sure you set attainable goals for them. Encourage your campers when they are having difficulties, praise them for each and every achievement, and strive to teach them something new each day. Ironically, failure often leads to success, and you can't grow/learn without failures. Counselors are there to support campers through failures and the lessons learned from them.

Most importantly, keeping in mind Alleghany's Mission Statement through every action and decision you make at camp will ensure your positive impact on your campers.

TWENTY MINUTES

Establish a family-like atmosphere at night during the 20 Minutes time before Taps – Junior and Senior Camp counselors alike. Share the day's experiences, set goals for the next day, read a story (or part of a book). This type of tent-bonding strengthens your relationship with your campers and helps them to grow in confidence and self-esteem. Remember, anyone can have a bad day, but if your camper has had several in a row it is a red flag. As a counselor, it's your job to stay in tune with your campers and their daily experiences.

Campers are encouraged to be in their tents by Twenty Minutes so as not to miss out on the bonding time each evening.

HAPPY CAMPERS

Alleghany's most important outcome is a happy camper. Each counselor must strive to make each camper:

- Feel that she belongs;
- Feel she is loved;
- Have new experiences;
- Feel that she's recognized as a worthwhile and accomplished person.

HAPPY CAMPERS CONTINUED...

The way to achieve the goal of happy campers and the feelings of inclusion and nurturance described on the previous page comes through the application of your professional demeanor and counseling job tools.

Your positive counselor behaviors/tools include:

FRIENDLINESS: Be friendly to all your campers. The cute and successful camper may attract us, but too much attention is not good for her. The shy and modest camper is usually the one who needs attention.

POSITIVE AUTHORITY: Be agreeable but firm. Don't be bossy, sharp, or angry. Make only reasonable, age-appropriate requests but expect them to be followed.

CONSISTENT RULES: Establish tent rules and routine right away and follow them. It's always easier to loosen up with children and teens than it is to tighten up. Remember: rules and limits give a child a sense of security, regardless of age.

RESPECT: Show respect to each camper. Understand her point of view, individual talents, and her need for expression as well as creative activity.

MAINTAIN PRIVACY: Discuss discipline matters/conflict with campers in private (utilizing the rule of three). This shows you respect your campers as individuals. When necessary, take concerns to your Unit Head.

EMPATHIZE: Share your campers' joys and sorrows. Sit down and talk with each girl. Make this the best possible summer for each girl in your care.

SET AN EXAMPLE: Model self-respect and positive self-image. You have the potential to be a positive influence in your campers' lives, and they'll look up to you as a role model.

HEALTHY, HAPPY TENT LIFE: Your tent is your home base, and your camper's home away from home. Making this a joyful, safe, nurturing space where inclusion, consistency, and good communication can be counted on will make tent life happy and well-functioning for you and your campers.

TUNE IN: Injuries, illness, emotions (news from home, relationships), campers needing support in departments/activities/etc.

POSITIVE ATTITUDE TOWARD CAMPERS: This is their vacation — make it fun. Positive statements allow campers to grow at their own pace.

PATIENCE: In general. Things are not always smooth, supplies may run out, be creative and flexible.

EQUAL TREATMENT: No favorites—quiet kids need your attention, too. Don't let one situation or camper take up all your time.

FOLLOW UP AND FOLLOW THROUGH: People count on you. Don't make promises you can't keep.

COMMUNICATION: Be clear and calm, polite, and have a sense of humor.

NO ABUSIVENESS/SCARINESS: No pranks, scary stories, teenage sex talk, derogatory nicknames.

IT'S NOT ABOUT YOU: Keep your personal life private. It's unprofessional to let relationships interfere with your work or to present your personal viewpoints on sensitive issues, politics, religion, etc.

BUT...IT IS ABOUT YOU: You were hired because of your skills, talents, and personality. We need you! It is professional to bring your uniqueness to the job in a way that supports and enhances the work you're doing.

PERSONAL HABITS: Stay well—we don't need exhausted heroes. Keep your tent neat and organized. Be aware of indulgences—diet, exercise, late nights.

CAMPERS SAY THEIR FAVORITE COUNSELORS...

- Spend time with them even when they don't have to
- Sit and talk with them, taking an interest in what they say
- Know the activities they're taking and what goals they're working toward in each
- Know what they love to do at home, and what they miss from home
- Discipline with respect (avoid teasing, humiliation)
- Sing, laugh, or talk with them on the way from place to place
- Think up fun or crazy things to do with them
- Are actively involved in camper activities
- Are enthusiastic and focus on the positive
- Show them what they want by doing it themselves
- Fold or put away clothes with younger kids
- Participate in cleaning up the tent
- Read to them at night
- Stay in the tent until the last problem is solved
- Wait ten minutes when a friend needs time to help a camper
- Get out of bed to get the kids up
- Make sure all the campers have food before they do
- Use fun, inventive or creative ways to help each camper be a part of the group
- Give kids choices (within reasonable limits)
- Often place themselves in the middle of a group of campers
- Tell them when they are going on a day off and when they'll be back again
- Address campers by name
- Praise the group and smile a lot

TENT TIME

Tent Time is time to be spent with your campers, a time when they receive mail, shower, possibly go to Free Swim, etc. Because this time is unstructured (and your campers may or may not be receiving mail from home) it's an important time for you to be with them and give them support and leadership. Play games, hang out, do something together as a tent.

The Counselors' Lodge and Office are off-limits to you at this time and some protocol defines Tent Time:

ASSIGNED TENT TIME: All counselors must be on Tent Row during your assigned Tent Time (either from 12pm until lunch, or 5pm until dinner, depending on the day); or at Free Swim if your campers choose to attend.

TENT TIME SUPERVISION: Counselors are expected to remain awake during Tent Time.

TENT INSPECTION: Inspection takes place every morning during Assembly and is performed by the counselors on Patrol for that day. Each tent will be inspected and given a score on cleanliness and neatness in the tent. (Tent Inspection sheet on page 32 of the Handbook.) The counselor is responsible for:

1. **Supervising and participating in cleaning the tent for daily Inspection**
2. **Dividing up and rotating the general tent-work among the campers**
3. **Ensuring each camper makes her own bed and keeps her area tidy**
4. **Keeping her own area cleaned and tidy as a way to role model proper cleanliness, and because it is included in Inspection scores**
5. **Working to keep the tent clean and tidy ALL day, not just in the morning**
6. **Ensuring that all tent furniture stays INSIDE the tents at all times (furniture moved outside is subject to damage from dampness or rain)**



CAMPER INFORMATION

CAMPER/STAFF RELATIONSHIPS

RULE OF THREE

There should always be at least three people present when interacting with campers in any way: You, the camper, and either another camper or another staff member. The additional camper/counselor must be physically present in the same space. A counselor is never to be in a 1:1 situation with a camper. This is for both the safety of the camper, and your professional safety.

APPROPRIATE TOUCH

Unfortunately, it's necessary to address the issue of physical touch and your campers. Situations and intentions can easily be misinterpreted, especially months later, away from camp in conversations between parents and children; therefore, it is necessary to protect yourself and your campers from having to explain what happened at camp months ago.

Abuse is taking advantage of someone who is less powerful than you. If you suspect that one of your campers has been abused—physically or emotionally—either at home or camp, it needs to be reported to your supervisor immediately. By law, you must report suspected child abuse. Be aware of unusual bruising—a potential sign of abuse. Even if your campers are bigger than you, by nature of your job you are in the position of power. If you need to strongly reprimand a camper, arrange for a witness, preferably the Program Directors. Never touch a camper in anger. Do not disclose to campers any personal information about your intimate (sexual) experiences. Even the traditional ghost story can be a form of abuse. Hazing a camper is never appropriate. Teasing or bullying by you, or allowing other campers to do so is abusive. Do not get into a camper's bed or allow them to get into yours. Report any suspicious behavior between campers to the Camp Director(s). As a general guideline, it is never appropriate to touch a camper anywhere that a bathing suit covers.

OTHER NOTES ON STAFF INTERACTION

- If a camper has an injury to a private area, they should see medical staff.
- Hugs, piggyback rides, and high fives are appropriate in certain situations (never should a male staff member be giving a piggyback ride to a 14-year-old girl, for example).
- Staff should refrain from wrestling with campers.
- Staff should also be aware of and monitor any relationships between campers.
- Hand-holding of a romantic nature, kissing, and/or activities sexual in nature between campers are inappropriate.
- Building relationships at camp is one of the most rewarding experiences you will have this summer. Our campers and fellow staff members are the reason we are here.

We Don't Want You To:

- Engage in physical “play” or wrestle with single campers
- “Play the parent”
- Single out certain “likeable” campers from the group and give them special attention
- Find yourself alone with a camper
- Use excessive touch with your campers or allow them to continuously hang all over you
- Play up or encourage crushes by campers
- Engage in exclusive relationships with campers

We Do Want You To:

- Interact with your campers as a group and have fun
- Counsel, listen, and be a friend to campers having tough times (missing home, tired, hurt)
- Give special attention to all of your campers
- Spend time with campers in small groups
- Give piggyback rides, hugs, and love your kids
- Build friendships with all campers
- Nurture and guide the campers

CAMPER HEALTH BASICS

There are many things you can do to keep your campers healthy that may seem like common sense to you, but to a camper who is far from home this is a new learning experience. Remember, you are your campers' role model!

HYGIENE: Please make sure your campers shower every other day and follow proper dental hygiene.

TICKS: Check campers nightly for ticks before Taps.

MEDICINES: Make sure campers needing medicines go to the Infirmary for any required medications at the appropriate time.

HYDRATION: Make sure campers and staff drink plenty of water daily and extra water on hot days.

SUN SCREEN: Use sun screen daily and remind your campers to use it, too. Even overcast days need sunscreen.

POISON IVY: Learn to recognize poison ivy and make sure you and your campers avoid it. If poison ivy is growing within camp, notify a Head Counselor so it can be removed.

BUG REPELLANT: Encourage your campers to use bug repellant in the evenings. Poison ivy and bug bites are common causes for visits to the Infirmary.

FIRST AID AND EMERGENCIES: All health care is provided by the resident camp doctor and nurse who are on site at all times. They provide any routine or emergency care needed; it's not your duty as a counselor to provide health care. If possible, take an injured or sick camper to the Infirmary. If that's not possible, have someone communicate the need for the camp nurse or doctor to your location. Universal Precautions are mandated by OSHA guidelines. If you must deal with a situation that involves blood or other bodily fluids on a person or surface, gloves should always be worn. Remove gloves properly – pulling inside out and disposed of properly. Wash hands and any other exposed body parts immediately.

VOMIT: If a camper vomits in your tent, it's your responsibility to clean it up once the camper is under the proper supervision of the Infirmary or another counselor. There are buckets in the Hickory Hut and Bunkhouse with materials to use to clean it up.

GENERAL INFIRMARY VISITS: If you can resolve a camper's concern or issue on your own, please attempt to do so. The Infirmary staff are present for true health concerns and emergencies. Campers may never visit the Infirmary without a

counselor, so please always accompany campers in need to visit the nurse or doctor.

BED WETTING: The washer and dryer next to the Snack Shacks are for emergencies such as this. Talk to a Head Counselor right away to get your camper's bedding washed. Please be discrete to respect your camper's privacy; reassure her that she has done nothing wrong, and comfort her if she needs it.

HYGEINE

- Monitor daily showers with soap.
- Require hand washing before each meal and after bathroom use.
- Keep fingernails trimmed.
- No sharing of personal care products, such as hair brushes, toothbrushes, etc.
- No sharing drinks or water bottles.
- Encourage rest and good sleeping habits.
- Be sensitive to modesty and shyness issues regarding the bathroom and showering.

SAFETY

- Remind your campers to wear sunscreen daily and assist younger kids with application.
- Encourage protective clothing when appropriate – hats, footwear, rain gear, etc.
- Encourage campers to drink water at all meals. Prevention of dehydration is very important at camp.
- Any bites (human or animal) should be seen by medical staff.
- Any burns (sunburn, hot water) should be seen by medical staff.

NUTRITION

- Campers, in general, may picky eaters and may fixate on one type of food. Be supportive and encouraging during Taste or Serving.
- Encourage campers to drink water at all meals. Prevention of dehydration is very important at camp.
- No food in the tents!

COMMON MEDICAL CONCERNS

Each term, you'll receive information about your campers before they arrive. Medical or behavioral concerns, allergies, food restrictions, etc., will be included if applicable. This information is confidential. Please do not share with other campers or staff members. Some common things we see at camp are explained below.

ATTENTION DEFICIT DISORDER (ADD): ADD interferes with one's ability to focus on what is being said or what is happening around him or her. Degree of severity varies greatly from one individual to the next, but it may affect a camper's ability to understand information. She may become easily frustrated. Remember to be patient, give simple instructions, repeat instructions as necessary, allow time for active play, and set firm and attainable boundaries. ADHD includes hyperactivity with the ADD.

SEVERE ALLERGIES: Campers may be severely allergic to many things including food (peanuts, shellfish, etc.) and insect stings. Symptoms include swelling, anxiety, hives, and difficulty breathing. If a camper has a reaction, calmly take her to the Infirmary (don't panic but don't hesitate either).

ASTHMA: Asthma is a disorder of the lungs in which the camper may experience difficulty breathing after exercise or for no apparent reason. If a camper has an episode, stay calm and take them to the infirmary.

BEDWETTING: Bedwetting is common in younger children and is related to an inability to wake themselves up from a very deep sleep. An episode can be very embarrassing if handled the wrong way. Limit liquids after dinner, wake the camper up to use the bathroom before you go to bed, discreetly check bedding, and talk to your Unit Head and Head Counselors to get linens washed if accidents occur.

MISSING HOME/HOMESICKNESS

Missing home is normal. In study after study, researchers found that 95 percent of boys and girls who were spending at least two weeks at overnight camp felt some degree of homesickness.

Homesickness is typically mild. Nearly everyone misses something about home when they're away. Some campers most miss their parents; others most miss home cooking, a sibling, or the family pet. Whatever they miss, the vast majority of children have a great time at camp and are not bothered by mild homesickness.

Homesickness is something everyone can learn to cope with. In fact, research has uncovered multiple strategies that work for kids. Most kids use more than one strategy to help them deal with homesickness.

Homesickness builds confidence. Overcoming a bout of homesickness and enjoying time away from home nurtures children's independence and prepares them for the future. The fact that second-year campers are usually less homesick than first-year campers is evidence of this powerful growth.

Homesickness has a silver lining. If there's something about home children miss, that means there's something about home they love — and that's a wonderful thing. Sometimes just knowing that what they feel is a reflection of love makes campers feel much better.

SYMPTOMS OF MISSING HOME

Missing home may express itself in many ways, including uncooperative behavior, tearfulness, bullying, and not willing to "buy into" a great camp experience.

Physical symptoms may include headache, stomachache, abdominal cramps, loss of appetite, increase in bedwetting. It is often hard to tell if a camper has a true illness or is responding to the stress of a new experience. Listen carefully to your campers to be sure you are not missing a true illness. Be aware of the time of day these complaints occur (bedtime is often a difficult time).

DEALING WITH MISSING HOME

Validate their feelings, don't blow them off. Stay busy. Doing a fun, physical activity nearly always reduces homesickness intensity. Stay positive. Remind them of all the cool stuff you can do at camp; this keeps the focus on fun, not on home. Stay in touch. Writing letters home can be very comforting. Stay social. Making new friends is a perfect antidote to bothersome homesickness. Encourage campers to talk to you if they are feeling homesick. Stay focused. Remind them that camp is not forever, just a couple weeks. Stay confident. Anti-homesickness strategies take some time to work. Kids who stick with their strategies for five or six days almost always feel better.

CAMPER CHARACTERISTICS

UNIT 1, AGES 7-9

PHYSICAL: Stronger ability to coordinate hands and eyes can lead to more interest in drawing and printing. Experiences minor accidents. Appetite decreases. May develop nervous habits.

MENTAL/SOCIAL: Developing the capacity for self-control, eager to learn, talking about personal interests, works hard and takes time on tasks, craves responsibility and independence, concerned with self and others' reactions, prefers to play with same sex, may use aggression to solve problems, complains often, may not correctly hear directions or respond promptly, forgets, easily distracted.

WHAT THEY NEED: Remind about forgotten directions or information, reassure and support, support with basic hygiene, bug spray, sunscreen

PLAY: participate in well established rule-based games, enjoy collecting things, adventurous, exploring activities, singing camp songs

JUNIORS, AGES 9-11

PHYSICAL: Transitional time before puberty, increased muscle coordination, may not be aware of own strength, may have growing pains (muscle aches or cramps) at night, girls may begin menstruation.

MENTAL/SOCIAL: Strong memory, prone to homesickness if first time at camp, sense of belonging to a group, adventurous, adult companions important, begin to explore morality, afraid to be alone at times, moody, may argue about everything.

WHAT THEY NEED: Support with basic hygiene, bug spray, sunscreen; encouragement to be less self-conscious, reminders to wash hands and stay hydrated.

PLAY: Group games, not necessarily team sports; challenging, adventurous, exploring activities; creative rules for games; charades; card games; scavenger hunts; story telling.

START-UPS AND MIDWAYS, AGES 12-13

PHYSICAL: Wide range of growth and development; moving toward abstract thinking; may have growing pains at night; require more sleep; may be uncoordinated because of rapid growth.

MENTAL/SOCIAL: Working toward individuality, but doesn't want to be different from peers; self doubt; rebellion; feeling of invincibility; strong need for community; little middle ground— either loves or hates everything; wide range of feelings for opposite sex.

WHAT THEY NEED: Reminders for basic hygiene, but pretty self-directed; reminders to stay hydrated. Counselor should be familiar with policy regarding sexual issues and know when to seek help.

PLAY: Need firm boundaries; team sports important; wide range of physical strength; card games; Mad Libs, etc.

UPSTARTS & LITs, AGES 14-16

PHYSICAL: For girls most of growth has taken place. Require lots of sleep.

MENTAL/SOCIAL: Separating with family, bonding with peers; developing — “Who am I?” pushing boundaries; abstract thinking and problem solving; creative; egocentric world view with him/herself at the center of it all; lapses in sympathy and empathy; self-conscious; hero worship; taking on responsibility.

WHAT THEY NEED: Reminders to stay hydrated and wear sunscreen; guidance for appropriate behavior regarding a wide range of sexual and physical development and exploration; understanding that their normal sleep cycle may be different from camp environment.

PLAY: New experiences; broadening adventures; team sports, group games, community service, working with younger campers; card games, Mad Libs, Trivial Pursuit, etc.

CAMPER DISCIPLINE

The following are not considered acceptable means of discipline:

- Shaking or hitting a child
- Insulting, belittling, or ridiculing a child
- Punishing a child for lapses in toilet training
- Depriving a child of meals or sleep for disciplinary purposes

Remember the following:

- Behavior is caused, so work on the causes as well as the behavior. The reason behind the action is more important than the action itself.
- Create a sense of accountability. There are positive consequences for positive behavior and negative consequences for negative behavior. Consequences should be pre-established, immediate and natural.
- On certain days, at certain times, campers really do act their age ☺
- Campers are not as old as you. Don't expect 21-year-old behavior from those who are 10 years old.
- Kids will model much of your behavior.
- Be human and recognize we all have our bad moments and days.
- Yelling simply does not work toward making long-range changes in behavior.
- The phrase "shut up!" should not be used; it indicates that you are desperate and have run out of options. It also causes anger and lack of respect while solving nothing.
- Don't work alone! Get others on staff to help.
- Don't expect change all at once. It takes time to change behavior.
- Severe or ongoing problems should be referred to the Camp Director(s).

Manage campers' problem behavior:

- Reinforce desirable behavior.
- Clearly state privileges as well as rules.
- Tolerate some unacceptable behavior.
- Use non-verbal cues.
- Consider redirection to a different task or activity.
- Clarify consequences of unacceptable behavior
- Clarify benefits of acceptable behavior.
- Use "time-out" procedures.
- Provide positive options.
- If in doubt, seek help.

BULLYING

Forms of Bullying:

- Any intentional, hurtful act, committed by one or more campers against another
- Physical: punching, hitting, shoving, hair pulling, excessive tickling, cutting in line, defacing personal property, crossing into one's personal space, or stealing one's belongings. Most easily observed.
- Verbal: hurtful name-calling, mocking, teasing, gossiping, intimidation, or threatening to embarrass a child. Harder to observe unless you are within earshot.
- Social: exclusion through leaving others out, humiliation in public, threats to reveal personal information, blackmailing, manipulating friendships, spreading rumors, and the use of peer pressure to hurt another.

Counselor Reactions:

- Stop it right away
- Document and inform unit leader or senior staff member
- Be vigilant and keep an eye out for repeat incidences



CAMP ALLEGHANY CAMPER CODES OF CONDUCT

We share the Camper Code of Conduct and No Gossip Policy here so that you will know what the campers understand about camp and what they have agreed to.

CAMP ALLEGHANY CAMPER CODE OF CONDUCT

Campers must remain within camp boundaries at all times, unless escorted by a counselor.

Campers must abide by the *Alleghany Honor Code*: we do not lie, cheat, or steal, nor do we tolerate those who do.

Campers must abide by the *Alleghany No Gossip Policy*.

Campers must obey the camp rules set by the directors and counselors in camp, on tent row, and in departments and activities.

Campers must keep all medications in the Infirmary.

Campers are not to bring a cell phone to camp, nor use a cell phone while in camp, nor use any telephone in camp, unless instructed by the Director.

Campers must not bring any electronic devices with video or internet capabilities to camp, nor use such devices while in camp.

Campers must not bring illegal substances to camp, nor use illegal substances while attending camp (includes cigarettes, e-cigarettes (vaping), JUULs, alcohol, drugs).

Campers are to report a violation of the Camper Code of Conduct to a counselor, otherwise they are in violation of the code themselves.

Campers must understand the behavior expectations of **respect** in the following areas:

- An Alleghany camper **respects herself** by taking care of herself physically, mentally, and emotionally. She practices good hygiene, takes care of her personal belongings, ensures she is eating, resting, and sleeping enough, and advocates for herself.
- An Alleghany camper **respects others and their belongings** by treating others with kindness, asking to borrow belongings, and treating property with care.
- An Alleghany camper **respects all counselors and staff** by listening to directions and instructions, speaking to staff members respectfully, and understanding that rules and boundaries are put in place for campers' safety and well-being.
- An Alleghany camper **respects Camp Alleghany** by honoring its traditions and rules, taking care of its grounds and property, and respecting nature, our community, and our schedule.
- We ask parents/guardians to **support Camp Alleghany** in promoting these behavioral expectations and support your camper in upholding these guidelines.

Camp Alleghany cannot accommodate participants who display chronic or severely disruptive behavior, defined as verbal physical activity, which may include, but is not limited to: behavior that requires constant attention from the staff; behavior that is destructive in nature; behavior that continually ignores or disobeys. Such behavior may be grounds for dismissal from camp.

*Infractions of these rules will require an immediate meeting with the Director, and could result in immediate dismissal from camp.

CAMP ALLEGHANY CAMPER NO GOSSIP POLICY

Please read this with your daughter(s) and discuss it so she understands it fully. If you have any questions, please do not hesitate to contact one of the Directors.

The goal of this policy is to eliminate camp gossip, which can strain relationships between campers and counselors. The policy will prohibit gossip about fellow campers, counselors, as well as exclusive cliques among the members of Alleghany's community. The policy is aimed at creating a more team-oriented, positive culture at Alleghany. Alleghany's counselors also sign and adhere to this policy, so it is something we expect of the entire Alleghany community.

We know that some of your best friends are here at camp and that you only get to see them for these three or six weeks a year. In no way do we mean to say that you cannot enjoy those close friendships – these bonds are what keep you all coming back here each summer, and Alleghany thrives on that. But sometimes close friendships turn into exclusive friendships that make others feel unwelcome.

We also know that there are times when the actions of others at camp cause you to want to vent to a friend. But in doing so, you need to ask yourself: is my discussion of this issue aimed at getting it off my chest so that I can return to my day feeling better, or am I doing this in a mean-spirited way, aimed at hurting or mocking, rather than aimed at resolving the issue? Often, the better way to vent your feelings is to discuss the issue with the person who caused it.

There are also situations where you're not the one initiating the gossip. While you might not think you're "to blame" merely by listening, remember that if no one was there to listen, the negative statements would never be made in the first place. Even as a passive participant, just by going along with it, you are contributing to the negative environment.

We ask that you help us in establishing this new policy by asking yourself:

- Am I contributing to a team-oriented atmosphere, or am I (even unintentionally) making others feel unwelcome in a conversation?
- Am I allowing a frustration to fester and then making it worse by discussing it with others?
- Am I being disrespectful to a camper or counselor by mocking her to my friends?
- Am I giving someone an opportunity to gossip by participating in the conversation?
- Am I repeating or promoting a rumor about camp about which I have no personal knowledge?

We ask that you pledge to help us establish this new policy as a sign of your commitment to make the Alleghany environment the best it can be.

As a camper of Camp Alleghany, I promise:

- To be inclusive of others in conversations, activities, and free time;
- To refrain from becoming a part of a clique or exclusive group, so as not to hurt feelings or make others feel unwelcome;
- To refrain from talking about anyone (campers, counselors, other staff members) in a negative or destructive way, and to refrain from participating in conversations where others are doing so;
- To keep my negative thoughts to myself, or if necessary, vent them privately to an appropriate person, such as a counselor or leader, in an effort to resolve the frustration;
- To befriend new campers and help them learn the traditions and rules of Alleghany in a friendly and non-judgmental manner;
- To refrain from spreading rumors that I do not have facts to prove as true, and, if necessary, to ask an authority figure if something is true before repeating it;
- To not tolerate anyone in camp who does not adhere to the above behaviors.

By signing your name below, you understand and agree to follow the expectations outlined in the Camper No Gossip Policy. (Signature on actual page.)

On-the-job Counselor Duties, Rules, and Procedures

The success of any camp depends on a positive, enthusiastic, caring, unselfish and supportive counselor staff. Our entire objective is to produce happy, rewarding, and growth-filled summer camp experiences for our campers.

Camp Alleghany is first of all a business. To maintain our standards, our reputation, and our viability, we must all work professionally and with consistency and reliability in the following endeavors and under the following procedures.

Please feel free to underline or highlight areas that you want to emphasize for yourself. When in doubt...consult this manual for answers first. Your Counselor Handbook is your friend!

‘GHANY’S GUIDE FOR NEW COUNSELORS: Most basics of camp will be familiar to former campers and counselors, but if you need an update to any basics (uniforms, locations, traditions, etc...), please see the ‘Ghany’s Guide for New Counselors in the last section of this handbook.



DAILY CAMP LIFE AND SCHEDULES

REGULAR DAILY SCHEDULE

Pre-Reveille: If you wish, you may exercise and/or shower before 7:30am. This is a counselor privilege only and you must be quiet if you do this. Counselors' Lodge, phones, etc. are off limits. OR—you can just sleep until 7:30! ☺

7:30am Reveille (time to wake up!); help campers get up, have them get dressed

7:40 Senior Camp snooze alarm

7:45 Flag Raising – all campers and counselors out of tents

7:50 First bell for breakfast

8:00 Breakfast (wear long-sleeves!).

8:45 Clean up tent for Inspection, assist campers in preparing for the day

9:05 All counselor meeting at the Pavilion

9:15 Assembly in the Play Hall—sit with your campers, sing songs, make announcements you need to make regarding your department/activity

10:00 First Activity Period (teach in your assigned department)

10:50 Snack Break

11:00 Second Activity Period (teach in your assigned department)

12pm Tent Time / Free Time (see next page for even/odd day explanation)

12:50 First bell for lunch

1:00 Lunch

1:45-2:50 Rest Hour (quiet on tent row)

3:00 Third Activity Period (teach in your assigned department)

3:50 Snack Break

4:00 Fourth Activity Period (teach in your assigned department)

5:00 Tent Time / Free Time (see next page for even/odd day explanation)

6:00 Flag Lowering

6:05 First bell for dinner

6:15 Dinner

7:30 Evening Activity—counselors will either a) help facilitate, b) sit with and enjoy the activity with your campers, or c) have free time during this hour.

8:30 Counselor Evening Patrol begins

8:45 Milk and Cookies—accompany your campers (dressed in their PJs)

Juniors meet at the Pavilion, Seniors at the Snack Shack. If raining, everyone meets in the Play Hall. Attendance at Milk and Cookies is optional for Senior Campers.

9:20 Twenty Minutes for Junior Camp (all Junior campers in their tent)

9:35 Five Minutes for Junior Camp (all Junior campers in bed with lights out, but may continue to talk)

9:40 Taps for Junior Camp; Senior Camp Twenty Minutes (all Senior campers in their tent)

9:55 Senior Camp Five Minutes (all Senior campers in bed)

10:00 Senior Camp Taps (Senior campers are quiet, but may read quietly in bed with a flashlight at the counselors' discretion)

Once you are released by the counselor on Patrol, you may leave your tent and spend time in the Counselors' Lodge, at the Docks, or at the Purple Palace (JCs) if you wish. Please be quiet during this time as the campers are sleeping.

SUNDAY SCHEDULE

8:30 Reveille

8:40 Snooze Alarm

8:50 First Bell for Breakfast

9:00 Breakfast

9:40 Clean up for Inspection, prepare for the day

9:55 Counselor Morning Meeting

10:00 Choir meets for church

10:15 Flag Raising, Catholic Campers at barge to leave for church

10:20 Blue/Gray paper pickup

10:30 Church or Church Alternative / Inspection takes place

11:00 (or when church ends) Counselor Inservice; Midways in Junior Camp; Upstart Free Time; Campers sort laundry

12:15 Unstructured Free Time on Tent Row

12:50 First bell for lunch

1:00 Lunch

1:45-3:00 Rest Hour

3:00 Sunday Afternoon Activities (Swim or Canoe Meet, or alternative based on weather, combined with other optional activities around camp)

5:00 Free Time / Shower Time

6:05 First bell for dinner

6:15 Dinner – sit with your tent, no blues and whites

7:45 Vespers

DAILY CAMP LIFE AND SCHEDULES

Daily camp life begins with the excitement of Opening Day and the much anticipated arrival of our campers. It spans daily events like Assembly and meal times, with the four activities, Rest Hour, time on Tent Row, Evening Activities, and even your scheduled Free Time/off hours in there, too.

What follows is a more detailed description of all of these areas, and times, as well as special events and differing schedules.

ASSEMBLY

ASSEMBLY TIME: Assembly is held at 9:15am Monday through Saturday in the Play Hall.

ASSEMBLY ATTENDANCE: Counselors attend Assembly every morning *and* sit with their tent campers.

ASSEMBLY BEHAVIOR MODELING: Counselors model attentiveness and participation during Assembly.

ASSEMBLY FOCUS: Counselors may not write letters or engage in any other activities during Assembly.

ACTIVITIES

Each counselor teaches four activity periods per day. (See sample daily schedule.) The following elements are an integral part of all activity structures and management:

ACTIVITY ENGAGEMENT: Counselors are to keep the campers meaningfully engaged in the activity at all times.

ACTIVITY INCLUSION: Counselors are to ensure that all campers are participating, and that no one is left out .

ACTIVITY TEAM WORK: Staff must work together to follow an organized lesson plan that includes goals for the campers and means of achieving those goals.

ACTIVITY ATTENDANCE RECORDS: Attendance must be taken at the beginning of each period, and campers must be kept accounted for at all times during the activity .

ACTIVITY AREA SUPERVISION: Counselors must not let the campers wander off on their own, including but not limited to: going to the Infirmary by themselves, checking the mail being sorted, going into the river without implementing the buddy system, etc.

BATHROOM BREAKS: Allow bathroom breaks as needed but encourage the campers to use the restroom before or after activities.

WATER BREAKS: Supervised water breaks at the water fountain are encouraged for the more physically challenging activities.

EVENING ACTIVITIES

Evening Activity is held every night after dinner beginning around 7:30pm. The following elements are required in our Evening Activities:

ATTENDANCE: All counselors are required to attend the mandatory Evening Activities (listed for you during Staff Training) unless they are on Time Off or have special permission to miss.

OPTIONAL EVENING ACTIVITY NIGHTS: In addition to regular Evening Activities, counselors sign up to attend at least three of the non-mandatory Evening Activities, one of which you will lead, the two others you will help with/ support.

ENTHUSIASTIC PARTICIPATION: A big part of your job at Evening Activities is to actively participate and/or be engaged in what the campers are doing. You're providing them with an example of excited activity. The campers look up to you and will follow your lead. Help the counselors in charge—support your fellow counselors, work as a TEAM!

YOUR LEADERSHIP NIGHT(S): Each counselor will co-supervise and co-facilitate at least one Evening Activity per term, which includes planning and executing the activity together with your partners. During Staff Training, you'll have the option of signing up for the event you'd like to be in charge of. You will need to follow through with a well-thought out plan of action and then follow through all the way to the very end of the night, cleaning up afterward, making sure campers take belongings with them, and ensuring campers go back to tents to get ready for bed.

SCHEDULES AND CALENDARS

COUNSELOR FREE TIME

Counselors are given 2-3 hours per day of Free Time, which is time away from tent row, activities, and camper responsibilities. You may choose to go to the Counselors' Lodge, the docks, go on a run or a hike, etc. (as long as you stay in camp). This is time to take a break, take a breather, catch up on paperwork, or connect with other counselors. It is also optional, and you are welcome to choose to stay on tent row during Free Time. If you have younger campers, be certain to check in with them, for example if it's 5pm check that they are set for dinner (blues and whites) before you leave Tent Row. If one of your campers has had a bad day it will be important to spend some time with her before heading to the Counselors' Lodge, or simply stay on Tent Row that day during Free Time.

ALLEGHANY'S EVEN/ODD DAY SCHEDULE

When the date is an even number (e.g. July 8, 10, 12):

- If you live in an even-numbered tent, you will have Mail Call and Tent Time at 12pm, and counselor Free Time (where you may spend time in the Counselors' Lodge) at 5pm.
- If you live in an odd-numbered tent, you'll have Mail Call and Tent Time at 5pm, and counselor Free Time (where you may spend time in the Counselors' Lodge) at 12pm.

When the date is an ODD number (e.g. July 7, 9, 11):

- If you live in an odd-numbered tent, you will have Mail Call and Tent Time at 12pm, and counselor free time (where you may spend time in the Counselors' Lodge) at 5pm.
- If you live in an even-numbered tent, you will have Mail Call and Tent Time at 5pm, and counselor free time (where you may spend time in the Counselors' Lodge) at 12pm.

The reason for this split is to ensure enough counselors are on tent row supervising campers, as well as to avoid over-crowding in the Counselors' Lodge, If a counselor needs to switch her Free Time on any given day, she simply needs to discuss this request with her Head Counselor.

CONTINUED TRAINING/PROFESSIONAL DEVELOPMENT

The following is a short list of basic counselor expectations and duties around continued training/professional development as a counselor this summer.

- 1. STAFF MEETINGS:** Counselors attend weekly staff meetings held on Wednesday mornings during Assembly under the Apple Tree, or in the Counselors' Lodge if raining. Information, updates, and other topics are covered here — promptness and active listening are needed.
- 2. INSERVICE:** In addition to weekly Staff Meetings, counselors also attend a weekly Inservice on Sundays. These are educational meetings for the purpose of continued staff training throughout the term.



Counselor Dress Code

Employees of Camp Alleghany are expected to dress in a way that maintains a professional environment and is functional for all the activities that are present at camp. The following guidelines are some specific ways that this expectation is practiced:

- *On Opening Days, staff members wear a Camp Alleghany issued navy blue staff shirt and white shorts/pants.*
- Shirts that are clean and promote camp-appropriate messages.
- Clothing provides full coverage of hips and torso, including coverage of underwear.
- Footwear: Staff are expected to model good footwear practices, including wearing footwear anytime one is outside the tent and wearing footwear appropriate for the activity at hand. Closed-toe shoes are expected for meals, most daytime activities, and evening activities.
- Staff are expected to wear shirts at all times around camp unless bathing or actively participating in water activities.
- Any apparel with inflammatory language or imagery, or promoting the use of drugs, alcohol, or inappropriate subject matter is not permitted. This includes political messages.
- While camp is in-session, employees may show body piercings, tattoos, or other body marking providing it does not contain objectionable or obscene content. Any tattoo, group of tattoos, or other body marking that may be questionable as to its appropriateness shall be fully covered by a bandage, clothing, or other appropriate material.

Appropriateness of body markings and compliance with the intent of this policy shall be determined by a reasonable person standard. The decision of the Directors will be final. Staff should appear relatively clean so one's appearance is not distracting from the camper's arrival at camp.

If the administration decides that an employee is in violation of the dress code, the employee will be asked to change clothes. In determining suitability of dress, the decision of the Directors will be final. This policy is designed to protect Camp Alleghany's professional and client-centered image and will not be enforced so as to infringe upon employee rights protected by law.



COUNSELOR TIME OFF INFO

Counselors are given one day off per week throughout the 6 weeks of Term Camp. Each counselor should use all of her time off to relax in order to avoid becoming grumpy and ineffective in her work. Time off is coordinated in accordance with ACA rules. No more than 30% of the total staff may be away at any one time. The amount of time off given to each counselor is determined by their age and year in school:

COUNSELORS WHO HAVE BEEN TO COLLEGE OR LIVED INDEPENDENTLY

- Counselors will sign up for 3 days off each term, one per week
- Days off for counselors are from 10am to 10pm
- One of those days off may be an overnight, beginning at 6pm the previous night, returning at 8pm the following day
- Counselors who choose not to take an overnight may take either a full 3rd day off, OR choose to take a 6pm to 10pm the night before one of their days off, meaning the next day would be 10am to 8pm.

COUNSELORS WHO HAVE NOT BEEN TO COLLEGE

- Counselors will sign up for 3 days off each term, one per week
- Days off for counselors are from 10:00 a.m. to 10:00 p.m

TIME OFF NOTES

NO TIME OFF DAYS: There is never time off on Sundays or on the 4th of July/Christmas in July (July 25th) days.

NO OVERNIGHT DAYS: There are no overnights on Tuesday nights or Saturday nights.

WILDERNESS PROGRESSION: It is expected that you will not sign up for Time Off on the day of your Unit's Wilderness Progression adventure.

EXTRA TIME OFF: Extra time-off must be approved by the Head Counselors and the Director. Overnight trips such as college orientation, a wedding, etc. will be deducted from your regular time off and must be requested in writing ahead of time (See the Staff Training/Time Off Policy).

STAFF LIMITS ON TIME OFF: Only TWO Unit Heads per camp may be out at the same time.

CAR HELP: If you have a car, please offer rides to those who do not. If you get a ride, please offer gas money to the person driving you.

SHUTTLE: If you wish to get a ride into town / back to camp with the designated camp driver, please sign up in the Shuttle Request notebook located on the office porch at least 24 hours in advance.

CHANGES TO EXPECTED TIME OFF: The Head Counselors and/or the Director reserve the right to request that you postpone time off if there are problems in your tent.

RIVER AND TIME OFF: If the river rises, the Director reserves the right to ask that you stay in camp during that time.

LATE RETURNS FROM TIME OFF: If you're running late, please call/text Elizabeth at 540.490.0128 or Stephanie at 678.938.6001.

TIME OFF PROCEDURES

TIME OFF PERMISSIONS: Get permission from your Department Head for the dates you choose for time off.

TIME OFF SIGN-UPS: Sign up for Time Off will be during the second day of each term after campers have signed up for activities.

COMMUNICATING TIMES OFF: Inform your Unit Head of your time off.

Inform your Upstart at the beginning of the term and remind her 24 hours in advance.

SIGN IN/OUT: Be sure to sign out in the book by the dock when you leave and sign in with the counselor on duty when you return at night or in the book during the daytime. Immediately upon returning, counselors must also return all phones/ devices to the Office.

TIME OFF PRIVACY: Never discuss time off with, around, or in front of campers. The campers prefer that you stay in camp with them, and discussing time off makes them feel as though you do not want to be with them. Use common sense.

TIME OFF RESTRICTIONS: Do not bring food to your campers.

TIME OFF RETURN: Curfew is to be strictly observed.

TIME OFF EMERGENCIES

WEATHER MONITORING/COMMUNICATIONS: If bad weather is in the forecast when you leave, plan your evening so that you can return early if needed. Call/text Elizabeth or Stephanie to check on the condition of the river.

If the weather is very bad, your time off may have to be postponed.

THE RIVER COMES FIRST: Remember, we are on a river which can rise very quickly. It puts many people at risk to get you across the river when it is high. Please be cooperative, communicative, and use common sense. Keep a positive and understanding attitude.

CAR TROUBLE: If you need help or have car trouble, call/text Elizabeth or Stephanie for help.

BE WATCHFUL AND VIGILANT: If you are being followed by “undesirables,” come straight back to camp where the night watchman will help you.

EMERGENCY LIMITS TO TIME OFF: A Head Counselor and/or Director reserves the right to ask a counselor to postpone her time off if an emergency arises, even if the specifics of that emergency can’t be communicated in full to the counselor. Counselors should use their own common sense and be respectful in such situations.

TIME OFF NON-LIABILITY: Camp Workers Compensation will not cover you if injuries or damages are sustained during scheduled Time Off, even if you’re on camp property.

COUNSELORS WITHOUT CARS/RIDES

SHUTTLE OPTIONS: Camp Alleghany’s 15-passenger van is available to shuttle people to and from camp on most days, barring any special event or other need for this vehicle.

SHUTTLE SIGN UP: Counselors requesting a ride must sign up at minimum 24 hours in advance in the Shuttle Request Notebook located on the Office porch. Shuttle travel times are limited (i.e. it is not in use as a shuttle all day long).

SHUTTLE STAFF: The shuttle is driven by a designated support staff member, or a Director.



PATROL DUTY

Each counselor will be on Patrol two or three times per term. Patrol is an all-day duty encompassing several responsibilities. Below is a basic outline of Patrol duties.

DAYTIME PATROL DUTIES

INSPECTION: Inspect your unit of tents during Assembly.

TENT ROW TIMES: Be on Tent Row at both 12pm and 5pm, split among the following:

- **Helping at Free Swim**
- **Supervising Tent Row**
- **Shower Duty**
- **Planning a structured activity on tent row, if desired**

PATROL/FREE TIME: During the time frame after dinner prior to Evening Activities.

MEAL TIME: Ensure that all campers have gone to the Dining Hall in your Unit before going to the Dining Hall yourself.

EVENING PATROL DUTIES

PURPOSE: To help settle the Unit after Taps and to keep campers quiet.

SUPERVISION: Your supervision of campers allows other counselors to have Free Time in the evenings.

DUTIES:

HEAD OF PATROL: One counselor per camp is designated each day as the Head of Patrol. This counselor will retrieve the four Patrol walkie-talkies at 8:30PM and deliver them to the other three counselors on Patrol. The Head of Patrol will not set up Milk & Cookies but will stay separated from the action to be able to hear any calls on the walkie-talkie during Milk & Cookies.

MILK AND COOKIES DUTY: Set up for and clean up after Milk and Cookies (the three counselors per camp who are not Head of Patrol)

PATROLLING: Walk up and down Tent Row until all are quiet.

GIVE RELEASE NOTICE: Release counselors at the appropriate time.

TENT ROW PRESENCE: Remain on Tent Row for camper emergencies—counselors on Patrol may not leave Tent Row for personal reasons or to socialize.

MAN WALKIE-TALKIES: Obtain one of the Patrol walkie-talkies and keep it on during the night in case of emergencies.

MORNING AFTER PATROL: Stay on Tent Row until Reveille (no running/hiking/showering on morning-after Patrol days).

RETURN WALKIE TALKIE TO CHARGER: Return walkie-talkie to its base to charge for the next evening. Head of Patrol ensures this has been completed.

ADDITIONAL NOTES

NO OVERNIGHTS: On certain nights, all counselors will sleep-in meaning they will stay on Tent Row.

FREE TIME/TIME OFF CHANGES: Counselors are required to return to Tent Row during a storm or emergency situation and to help tack tents when needed.

PATROL CHANGES

WEDNESDAY PATROL: Patrol is modified on Wednesday mornings due to our weekly Staff Meetings. Inspection will take place at the beginning of breakfast; those counselors on Patrol are to stay on Tent Row until all campers have left for breakfast, inspect their Unit, and then come to breakfast immediately after.

SUNDAY PATROL: On Sundays, Inspection is during Church.



TENT INSPECTION SHEET

	MON	TUES	WEDS	THU	FRI	SAT	SUN
Trunks aligned and dusted							
Hand Span							
Blankets folded Alleghany style							
Pillows facing out							
Hospital corners							
Bed neat: underneath organized, nothing on top of bed							
Shoes aligned with laces tucked in							
Tent flaps rolled and tied							
Shelves neat and not overhanging							
Washstand neat and clean							
Trash container emptied							
Tent swept							
Sidewalk swept							
Yard clean							
Clothesline neat and tidy							
Girls out of tent							
TOTAL:							

MONEY/PERSONAL ITEMS

TIPS/GRATUITIES: Staff members are not to accept any tips or gratuities from the parents or relatives of campers.

CAMPERS' MONEY: Campers may not keep money in the tent; if your campers arrive with cash, please take it to the Store to deposit it in to their account.

COUNSELORS' MONEY AND BANKING: Counselors are encouraged to keep very little money in camp. There are ATMs in Lewisburg. A Camp Store account may be set up that you can use much like an ATM; withdrawals may be made from 12- 12:45pm Mon–Sat. The Store does not cash checks.

PERSONAL ITEMS: Counselors are welcome to bring sports equipment to camp. However, any Rifle or Archery equipment must be kept locked in the Hut at the appropriate range. Alleghany is not responsible for your personal belongings so please keep valuable items at home. Weapons and animals are strictly prohibited at Camp Alleghany. If you choose to bring your vehicle to camp, it must stay in the Parking Lot across the river. Camp is not responsible for your vehicle while you are at camp.

TELEPHONES

CAMPERS: Campers may never use a telephone in camp unless explicitly instructed by a Director.

CAMPERS' CELL PHONES: Campers are not allowed to possess or use a cell phone under any circumstances.

COUNSELORS: Counselors must store their cell phones (under lock and key in provided cubbies) in the Office. Counselors may check their phones out to use on days off, or otherwise as needed. Cell phones must stay in the Office unless being used on a day off. Cell phones may not be used in/around the Counselors' Lodge. This applies to iPads/laptops/electronic devices in general as well. See Fully Connected Community on page 7.

CELL PHONE USE IN OFFICE: Counselors wishing to use their phones in the Office must do so in the Counselor Cove behind the Store to prevent distracting the Office staff.

EMERGENCIES: If there is an emergency need for a phone call, talk to one of the Head Counselors.

OFFICE PHONE: The Office phone is for administration and emergencies only.

HEALTH

MEDICATIONS/MEDICAL RECORDS: Medications must be kept in the Infirmary for safety reasons for anyone age 17 or younger. Counselors 18 or older may keep their medications **locked** in their locker in the Bunkhouse or Hickory Hut, or in the Infirmary if they choose. Counselors under 18 may keep their medications in the above locations if they have a signed waiver from their parent/guardian. Health records are required by the American Camp Association and must be on file at camp with immunization dates and other necessary information.

PAYING FOR HEALTH CARE

IN CAMP: There is usually no charge for health care provided by the camp's Infirmary staff.

OUT-OF-CAMP: Staff are financially responsible for health care provided by out-of-camp providers.

YOUR INSURANCE: If you will be using personal insurance while working at camp, it's your responsibility to know how to access it. Bring your insurance card and know how to use it. Consider obtaining pre-authorization if your insurance requires this.

LAUNDRY

COUNSELOR LAUNDRY: Counselors may send their laundry out with the camper laundry, or do your own laundry in town on free time. There is a washer and dryer located next to the Snack Shack *for emergencies only*. Campers are strictly prohibited from using them, and counselors may not do camper laundry except in an emergency.

CAMPER LAUNDRY: Camper laundry is sent to a local laundry facility once a week in campers' laundry bags. On Sundays, counselors need to help the campers count their clothing items and record them on a laundry slip. Have them place the slip inside the bag, and tie the bag securely. Please make certain the camper's name is on the slip. Campers must change their sheets and towels and send the dirty ones to be cleaned. On Monday mornings, Junior Camp will put their laundry bags on the Junior side of the Pavilion on their way to breakfast, and Senior Camp will put theirs on the Senior side of the Pavilion. The clean laundry will be returned by Thursdays.

MAIL

Camper and Counselor mail is distributed daily, except Sundays, at 12pm and 5pm. Campers and Counselors may pick up their mail at the Post Office. Outgoing mail slots are in the Post Office and Hickory Hut.

LITERATURE

CHEERIO POST CARD: Filled out once a term by tent counselors to parents, informing them of their daughter's progress and achievement at camp. Collected and reviewed by Unit Head and Head Counselor. Given to parents on Closing Day.

SONGBOOK: Book of camp songs given each summer to all new campers and counselors and is available to be purchased in the Camp Store.

YEARBOOK: Published each September and mailed to all campers and counselors as a souvenir of the summer.

STORE

STORE HOURS: The Store is open Monday-Saturday from 12– 12:50pm, and 5 – 5:50pm.

ITEMS FOR PURCHASE: Campers and counselors may purchase

Camp Alleghany clothing such as navy or white shorts, tee-shirts, sweatshirts, sweatpants, and long-sleeved tee-shirts. Basic necessities such as batteries, toothpaste, sanitary supplies, etc as well as stamps are also sold in the Camp Store.

FOOD OUTSIDE OF THE DINING HALL

FOOD STORAGE: If you receive a package with food, drop it off in the Counselors' Lodge during your assigned free time. No food is to be kept in the Bunkhouse/Hickory Hut. There is to be no snacking in the Bunkhouse/Hickory Hut. Please do not keep food in your tech cubby in the Office.

CHEWING GUM: No gum-chewing while at camp, unless you are at the Counselors' Lodge.

PARENT COMMUNICATIONS

COMMUNICATION SCHEDULE

Counselors communicate two times to the parents during each term:

- Second day email to parents (sent by the office)
- Final Cheerio Post Card (hand written on Cheerio Post Card paper)

CHEERIO NOTE

The Cheerio Note is a brief note written to each parent about their daughter's experience at Alleghany. Please consider each of the following points in your note but still keep it brief, authentic, and warm.

IT WAS FUN TO SEE HER: Your favorite thing about the camper, something she excelled in, something that showed person growth, or something that made her stand out. Be specific, not generic.

NON-SPECIFIC EXAMPLE: It was fun to see Kelly make friends..

SPECIFIC EXAMPLE: It was fun to see Kelly always greeting our tent with a positive attitude every morning. She actually would say, "Rise and shine," and we'd all crack up!

SPECIFIC EXAMPLE: Kelly grew tremendously in branching out and meeting new friends this term. I watched her go from being a little shy at first to approaching campers she had never met before and forming lasting friendships.

SHE REALLY LOVED: Something your camper truly enjoyed that may be different from something she likes to do at home, or may have surprised the camper herself.

SPECIFIC EXAMPLE: Despite initially being worried about bugs, Kelly truly enjoyed Wild World. She especially loved the Junior overnight, building a fire with her friends, and sleeping under the stars.

BE SURE TO ASK HER ABOUT: Cite something special your camper did, a way she was recognize or honored, or a particular area of personal growth.

SPECIFIC EXAMPLE: Be sure to ask her about her Rifle accomplishments. She really persevered through a challenging week trying to meet her shooting goal and shot out of prone by the end of the term. She was so proud of herself!

HELPFUL HINTS FOR GOOD PARENT COMMUNICATION

How to make your communication as clear, positive, and specific as possible.

SPECIFICITY AND PERSONALIZATION: Parents have more confidence in you as their daughter's counselor if you provide details about how she personally, as an individual, is enjoying camp.

NON-SPECIFIC EXAMPLE: Kelly is a wonderful girl.

SPECIFIC EXAMPLE: I've enjoyed watching Kelly excel in her friendships this summer. She's a thoughtful person and a good friend to her fellow campers.

MORE EXAMPLES/QUALITIES TO HIGHLIGHT: Helpfulness, patience, maturity, enthusiasm, hard work in activities.

TRUTH: Write what's positive but also true. Parents know their daughter and will know whether or not you're being genuine.

UNTRUTHFUL EXAMPLE: Kelly is a friend to all (when it's obvious that Kelly is a camper who struggles at making friends).

TRUTHFUL EXAMPLE: I enjoyed watching Kelly mature in her activities and friendships this summer.

ACCURACY AND SINCERITY: This is their child — it's super important to them that you're communicating about her in a meaningful way.

PROOF: If you tell them that crab soccer is Kelly's favorite camp activity, they may ask her about it when she returns home, so it had better be true! Coming back to camp hinges on parents trusting and believing in us and their camper's experience.

TREAT IT LIKE A JOB APPLICATION: Grammar, spelling, and neatness reflect on you and reflect on the camp. Take pride in your work and treat emails/Cheerio Notes as an opportunity to instill confidence in parents who have entrusted their daughter to us. Think about it: if you don't take the time to spell properly, what else might parents think you're slacking on?

ASK FOR HELP: Feel empowered to ask for help on writing. If you know you're not the greatest speller, or perhaps you struggle with writing/grammar, find a fellow counselor whose strengths you can rely on.

GIVE HELP: If you know you're a good or strong writer, offer to lead a letter writing session in the Counselors' Lodge. Share your strengths and make deeper friendships.

WHAT NOT TO WRITE

NEGATIVITY: Avoid negativity in every form. Even challenges can be expressed positively. Focused on positive achievements, growth, making or reaching positive goals, and good experiences.

CREATING WORRY: Leave out any bouts of homesickness as they usually pass quickly and are normal — parents don’t need the worry over something that has long since passed once they get the email/note.

NEGATIVE EXAMPLE: Kelly had some homesickness at first, but since has been doing better.

POSITIVE EXAMPLE: Kelly adjusted well to camp life and is now fully settled in with her activities and tentmates.

FULL WORDS/SENTENCES: Don’t use abbreviations or shorthand. Words must be fully written out (you not u). These are not texts, they’re adult communications to our campers’ families by our professional summer staff.

NO SLANG: Avoid slang terms and ‘Ghany insider jokes that parents might not get. Be mature. When in doubt, ask your Unit Head if a phrasing is appropriate.

CONTRACTIONS ARE OKAY: Feel free to use contractions such as “you’re” and “we’re”...you want to sound like a real person, and people like things to not sound too formal and stuffy. The parents want to hear the voice of a counselor, not a robot

BE STRAIGHTFORWARD: Don’t be wishy-washy. Use strong verbs/verb phrases, not weak ones such as “seems to be.”

WEAK WRITING: Kelly seemed to enjoy her activities.

STRONG WRITING: Kelly excelled in her activities, having advanced to the sitting position in rifle and completed a charming pottery project in Arts and Crafts.

LIMITED EXCLAMATION POINTS: Showing enthusiasm is healthy in the right dose. But don’t use so many exclamations that it sounds like you’re yelling or are a hyper cheerleader. Balance cheerfulness (exclamations) with simple punctuation (a period will do).

DRAFT SCHEDULE

DRAFT APPROVAL: Your Unit Head and Head Counselor will approve your drafts first.

FINAL DRAFT: Modifications to your Cheerio Notes may be made at the Director’s discretion. The final draft of the communication will be printed by the office.

We hope to see	BE SURE TO ASK HER ABOUT...		IT WAS FUN TO SEE HER...
next summer!			
'GHANY LOVE,		SHE REALLY LOVED...	

PERFORMANCE EVALUATION

Throughout the summer, each counselor will meet with her Unit Head and Department Head, as well as a Head Counselor and Director, to discuss her performance and progress. These meetings not only assess how well the counselor works in her department and with her tent, but also how she is performing in three main areas.

Each counselor's performance is unique and as individual as each counselor herself. It is in everyone's best interest to keep your evaluations, meetings, and discussions private.

Department Heads will be additionally evaluated by the Program Director, and Head Counselors are evaluated by the Directors.

(See sample Evaluation Forms.)

Three Abilities:

- 1) Availability – To be physically, mentally, and emotionally present.
- 2) Reliability – To be responsible, professional, and trustworthy.
- 3) Adaptability – To be resilient, resourceful, and calm.

When evaluating counselors, these are the characteristics assessed. See following page for specific examples.

SAMPLE EVALUATIONS

(Subject to modification from year to year)

Counselor Evaluation by Unit Head

Last Week of 1st Term

Counselor: _____ Term: 1st 2nd Date: _____

Unit Head: _____ Director: _____

When answering these questions, think about the three abilities we value in staff at Camp Allegany:

1. Availability: To be physically, mentally, and emotionally present.
2. Reliability: To be responsible, professional, and trustworthy.
3. Adaptability: To be resilient, resourceful, and calm.

What do you feel you are doing well in working with campers?	Where do you feel you could improve in working with campers?
How well do you feel you are working within the unit?	Where do you feel you could improve in working within the unit?
How do you feel you are doing with time management, paperwork, and deadlines?	How do you feel you are doing in terms of physical and emotional wellbeing? Are you setting any goals for improving this?

Other notes, comments, discussion points:

Head Counselor/Director comments as necessary/applicable:

End of 1st Term Evaluation Meeting Form

Counselor: _____ Date: _____

Director: _____ Head Counselor: _____

1. Discuss forms filled out by Unit Head and Department Head
 - a. These are the things your supervisors are seeing

- b. These are the things I am seeing

2. What are some things you would like to start or stop doing, going into 2nd term?

3. What are some things you would like to continue doing, going into 2nd term?

4. What are you proud of so far? (accomplishments, goals, etc)

5. What is a goal you have for 2nd Term?

SAMPLE EVALUATIONS

(Subject to modification from year to year)

Counselor Evaluation by Department Head

Last Week of 1st Term

Counselor: _____

Term: 1st 2nd Date: _____

Department Head: _____

Director: _____

When answering these questions, think about the **three abilities** we value in staff at Camp Alleghany:

1. Availability: To be physically, mentally, and emotionally present.
2. Reliability: To be responsible, professional, and trustworthy.
3. Adaptability: To be resilient, resourceful, and calm.

What do you feel you are doing well in working with campers?	Where do you feel you could improve in working with campers?
How well do you feel you are working within the department?	Where do you feel you could improve in working within the department?
How do you feel you are doing with time management, paperwork, and deadlines?	How do you feel you are doing in terms of physical and emotional wellbeing? Are you setting any goals for improving this?

Other notes, comments, discussion points:

Head Counselor/Director comments as necessary/applicable:

End of Summer Evaluation Meeting Form

Counselor: _____

Date: _____

Director: _____

Head Counselor: _____

1. Discuss forms filled out by Unit Head and Department Head
 - a. These are the things your supervisors have seen
 - b. These are the things I have seen
2. What are you proud of in your work here this summer? (accomplishments, goals, etc)
3. What is something you would change or do differently about your work this summer?
4. Are you interested in returning?
 - a. Director's comments on returning to camp / positions:

CONSEQUENCES OF UNPROFESSIONAL COUNSELOR BEHAVIOR

Offense	Consequence
Violation of Honor Code, Counselor Code of Conduct, No Gossip Policy, or contractual counselor duties and responsibilities.	<i>1st offense:</i> Meeting with Director <i>2nd offense:</i> Immediate dismissal
Late returning from time off	<i>1st offense:</i> Next time off docked <i>2nd offense:</i> Next time off canceled
Drinking alcohol if under 21, and/or returning to camp obviously intoxicated/unable to perform duties; OR Using hemp-derived products such as CBD, Delta 8, etc. if under 21, and/or returning to camp obviously under the influence/unable to perform duties.	Under 21: Immediate dismissal Over 21: <i>1st offense:</i> Loss of next time off, or loss of privileges <i>2nd offense:</i> Immediate dismissal
Smoking (including JUULs or vaping) during a non-designated time or in a non-designated place, or smoking/vaping in front of campers.	<i>1st offense:</i> Loss of next time off, or loss of privileges <i>2nd offense:</i> Dismissal
Using or possessing illegal drugs.	Immediate dismissal
Possessing, drinking, or using alcohol or hemp-derived substances on camp side of river.	Immediate dismissal
Supplying campers with cigarettes, vapes, alcohol, or drugs.	Immediate dismissal
Entering Green Team living quarters.	Immediate dismissal
Using or keeping cell phone on tent row.	<i>1st offense:</i> Loss of next time off, or loss of privileges <i>2nd offense:</i> Cell phone taken away <i>3rd offense:</i> Meeting with Director regarding possible dismissal
Entering the Counselors' Lodge when it is closed.	<i>1st offense:</i> Warning <i>2nd offense:</i> Loss of next time off, or loss of privileges <i>3rd offense:</i> Meeting with Director
Sleeping during assigned tent time or activities.	<i>1st offense:</i> Warning <i>2nd offense:</i> Loss of next time off, or loss of privileges <i>3rd offense:</i> Meeting with Director
Counselors' Lodge loud after Taps.	<i>1st offense:</i> Warning <i>2nd offense:</i> Counselors' Lodge closed for the night
Inappropriate relations or public displays of affection with another staff member in camp.	<i>1st offense:</i> Meeting with Director/staff members' parents are called if under 18 years of age <i>2nd offense:</i> Dismissal of both staff members
Romantic or physical relationship with a camper.	Immediate dismissal.

Alleghany's Policies and Procedures

All camps are first of all a business charged with supervising and protecting the children (campers) in our care, whether on-site, traveling via our buses, or on field trips. We take this very, very seriously.

In order to thrive from year-to-year as trusted stewards of the campers, we must know the rules and regulations governing our industry, teach them to our staff, and uphold them to the letter.

To that end, many of Alleghany's policies described in this handbook are dictated by the American Camp Association (ACA) and are required for us to receive continued accreditation with the ACA. Of course, these policies are for the safety of campers *and* staff.

Accordingly, compliance with these rules is strictly required.



COMMUNICATION POLICY

Camp Alleghany for Girls's business matters are private unless you are instructed otherwise. Communication to the outside world is an Administrative and management concern. No staff member may communicate with the media regarding camp issues. Staff members may not call a camper's parents without a director's knowledge and approval. Should there be an emergency or crisis in camp, staff members are not permitted to discuss the matter via Facebook, X, Snapchat, TikTok, text messaging, or any other form of communication/social media.

VISITATION POLICY

PARENTS: There is no parent visitation during the sessions for any campers.

ALUMS: All loyal and well-intentioned alums are welcome to visit Alleghany. Please contact one of the Directors before coming to visit, as advance notification is required. Alumnae wishing to visit current Alleghany staff members may do so during those staff members' scheduled time off only.

JC INITIATION: Alumnae wishing to attend the JC Initiation held during First Term must be relatives of a current JC and must contact the Directors ahead of time to request to come in to camp.

FAMILY CAMP: Alumnae wishing to visit during Family Camp may come in to camp between 10am and 12pm, or 3pm and 5pm. We request that you do not stay for meals, as the food is prepared only for the number of paying guests in camp. Please contact the Directors before coming to visit during Family Camp.

MINORS: Alumnae under the age of 18 must be accompanied by a parent, and we are not able to accommodate overnight visitors. Should you have any questions regarding our policy, please contact the camp office at (304) 645-1316.

SEVERANCE/GRIEVANCE POLICY

In addition to the stipulated consequences outlined on the counselor contract and on the **CONSEQUENCES OF COUNSELORS DISOBEYING RULES** table of the Counselor Handbook, immediate dismissal is warranted by any falsification of counselor's application, failure to perform required duties, or violation of the Drinking and Drugs Policy, Counselor Code of Conduct, or Alleghany Honor Code.

Any employee in jeopardy of severance for the aforementioned reasons will be given the opportunity to meet with camp administration to grieve the circumstances surrounding his or her severance.

COUNSELOR BENEFITS

In addition to monetary pay, counselors receive benefits in the form of lodging, meals, and time off.

We also strive to help you in your ongoing professional development by utilizing Inservices for educational, experiential, and inspirational avenues into getting to know yourself better and develop as a person.

In the case of high-performing former counselors, we're able to potentially offer leadership positions in subsequent years, helping you to gain more experience, supervisory insight, and a higher salary.

Additionally we want you to succeed in other aspects of your life path and to that end, if requested in a timely manner, we can offer letters of recommendation to schools, for internships, or for job applications elsewhere.

Finally, Alleghany's extensive and vibrant Alumni Association offers a rich network of women and men who can make excellent contacts for mentorships, internships, career connections, and just as others with whom to share a love of the 'Ghany experience.

STAFF MEDIA POLICY

All photographs and videos taken at Camp Alleghany, whether as part of the Media Team or not, are property of Camp Alleghany and not copyrighted to the photographer.

INTELLECTUAL PROPERTY: Photos, video or audio taken by staff or volunteers of Camp Alleghany's site, staff, volunteers, campers or guests either on site while on duty or off duty, or off site while on duty, either with personally-owned cameras or devices or with camp-owned devices, are the sole and exclusive intellectual property of Camp Alleghany.

AGREEMENT TO SHARE PHOTOS: Staff and volunteers (1) are welcome to document the camp experience with digital photography, video or audio, (2) may keep copies of the photos, video or audio they capture, and (3) agree to freely share copies of these photos, video or audio with the Camp Directors for use in camp promotion.

POSITIVE USE OF CAMP ALLEGHANY IMAGES: Personal use or interpretation of camp property (photos, video or audio) must positively represent the mission of Camp Alleghany. Public use (anything shared through the Internet, including e-mail, blogs, web sites, Facebook, etc) or interpretation of camp property (photos, video, audio) must positively represent the mission of Camp Alleghany and may not include names of minors.

POLICY CONSENT: Use of Camp Alleghany photos, video or audio indicates your consent to the interpretation of this policy by West Virginia law, as well as your consent to jurisdiction and venue in the courts located in Greenbrier County, WV. Any necessary actions regarding the misuse of Camp Alleghany property shall be brought and maintained in the courts located in Greenbrier County, WV, and you hereby waive all objections to jurisdiction and venue therein.

STAFF HEALTH POLICY

Camp Alleghany is an equal opportunity employer. Staff members understand that the overall health and well being of the campers at Camp Alleghany is their paramount responsibility. Staff members must be able to perform the essential functions of their job. Specific job duties require several prolonged physical and mental challenges throughout the 24 hour day. Duties include but are not limited to:

- Lifting up to 75 pounds
- Walking up and down hills and stairs
- Interrupted sleep
- Care and supervision of children with various physical and emotional stressors throughout the 24 hour cycle
- Tolerating extremes of temperature, hydration, and humidity
- Exposure to insects, wildlife, sun, allergens and wind
- Exposure to communicable illness, such as viral and bacterial diseases common among groups in group housing
- Changes in schedule and routine, as well as eating a diet different from the individual's usual and customary diet

Camp Alleghany offers on-site medical consultation at no cost to the employee/volunteer through volunteer physicians and nurses. Physical and mental health conditions beyond the scope or practice or practical ability of these health professionals to treat in camp require transfer to an outside facility in the case of emergency. These providers may, at times, require that medical conditions beyond the scope of treatment at camp, or lack of necessary medical facilities or equipment in camp, may require treatment and stabilization at a medical facility or other non-camp setting before a counselor may return to duty. The medical staff at camp shall have sole discretion to decide if a staff member is medically stable and fit for duty, whether the staff member's medical needs may be addressed at camp or whether the staff member's condition, or lack of appropriate treatment facilities, require the staff member to be treated at a medical facility outside of camp. When possible, if off-site medical treatment is required, camp medical staff will consult with the staff member or the staff member's family regarding preference for treatment at a medical facility. It is understood and agreed that emergency situations may not permit camp medical staff to consult with the staff member or family before arranging for off-site medical treatment.

SUPERVISION POLICIES

IN CAMP

COUNSELOR AGE REQUIREMENTS: At least 80% of the staff is 18 years or older.

COUNSELOR SUPERVISION RESPONSIBILITIES: Counselors are trained in how to supervise general camp activities, including unstructured time with campers, during Staff Training using the Counselor Handbook. This includes, but is not limited to: tent time, night time, free time, meals, and personal hygiene. Counselors also receive training on how to supervise campers in the specific activities in which they are teaching, as well as the Rule of Three (see below).

CAMPER SUPERVISION RATIOS:

TENTS: Each tent counselor has three to four campers in her tent. The oldest campers, ages 14 and 15 (called “Upstarts”), sleep in a tent next door to their counselor. There are no more than 4 campers per tent (5 per Upstart/LIT tent), and no fewer than 3. Therefore, the supervision ratio in a tent is 1:3, 1:4, or 1:5.

DEPARTMENT/ACTIVITIES: Each department/activity must have at least two (2) staff members on duty at all times, one of whom must be 18 years of age or older (not a JC). The ratios in each activity vary from 1:4 up to 1:15 based on the specific activity area.

RULE OF THREE/ONE-ON-ONE: Staff should never be alone with a camper out of the direct view of others. At least one additional camper or, preferably, a second staff member, must be present. Staff are trained extensively in this protocol during Staff Training.

TRIP STAFFING: No fewer than two (2) staff members will be present on hikes, overnights, canoe trips, and other out-of-camp trips

RATIO EXCEPTIONS: There are no exceptions to these supervision ratios.

JCs AS SUPERVISORS: JCs, who are 17, may not serve as counselors for Upstarts; the oldest campers that a JC will supervise are 13. There should be at least one non-JC at each activity.

COUNSELOR SUBSTITUTIONS: In the event that a counselor is away from camp over night (college orientation, a wedding, a sports camp, etc.), a counselor without tent responsibilities will cover for the counselor who is away.

OUT-OF-CAMP

For dances or competitive matches at Camp Greenbrier, the Upstarts’ evening downtown, trips to Blue Bend, Canoe Trips, or any other planned out-of-camp trips the following guidelines apply:

MANAGING CAMPER ROSTERS: The counselor in charge of the activity will have the official roster of participants. A list of individuals on each trip will be readily available either in the vehicle(s) or at the camp office.

TRIP RATIOS: All trips will have a counselor to camper ratio of 1:8 or better, or 1:10 for LIT trips.

TRIP SUB-GROUPS: On every trip, each counselor present is in charge of a group of girls. At any time, the counselor must know the whereabouts of each of her campers. Campers will know who their supervising counselor is, and will know to relay any problems to that counselor.

TRIP ATTENDANCE RECORDS: Once across the river, the counselor in charge of the trip will take attendance of all girls going on the trip. Attendance will then be recorded after arrival at the activity, when leaving the activity, and upon returning to camp.

TRIP RULES REVIEW: Before each trip, the counselors will review rules, safety, and proper conduct with everyone. They will remind campers that they represent Camp Alleghany and should demonstrate good behavior and conduct at all times.

TRIP ITINERARY REVIEW: Before each trip, the counselor in charge will meet with the Program Director to review the departure and return times, route to be taken, inclement weather plans, and means of communication.

OUT-OF-COUNTY TRIPS: If traveling outside of Greenbrier County, emergency information will be taken with the counselor in charge, which includes campers’ health history, permission-to-treat forms, and insurance information

WATER ACTIVITY BUDDY SYSTEM: For Canoe Trips and trips to Blue Bend, the buddy system applies while in the water.

BUS TRIPS: For any trip requiring the use of a bus, at least one (1) adult chaperone will be present in addition to the driver.

BUS CHAPERONE GUIDES: All bus chaperones are given the Transportation Procedures and Chaperone Guidelines prior to chaperoning the bus trip.

CAMPER DISCIPLINE AND BEHAVIOR MANAGEMENT

Over the course of the summer you're bound to face occasional behavioral issues or conflict resolution situations. The following are our rules and policies for promoting camper discipline and behavior management as a way to lessen any potential problems and promote smooth sailing for all:

RESPECTFUL TREATMENT: Counselors must treat everyone with respect and dignity, especially during constructive feedback. Insist that everyone treat each other with respect. Take turns speaking and listen attentively with an open heart. See Rights and Dignity statement, page 6.

PRIVACY: Counselors must protect the privacy of campers.

NON-VIOLENCE: Physical punishment is prohibited and will result in dismissal.

FAIRNESS AND EQUALITY: Disparaging remarks concerning a camper's national origin, race, sexual orientation, physical or mental disability, political affiliation, or religious beliefs are prohibited and may result in dismissal. See Rights and Dignity statement, page 6.

HEALTHY SPEECH: Ridicule, offensive or insulting language, and verbal abuse are not appropriate forms of discipline and will not be tolerated. Ask your Unit Head or Department Head for help if needed.

WORK IN PAIRS: All camp activities involving campers must have at least two counselors present, one of whom is 18 or older (not a JC).

TENT ROW: Times when counselors are alone with a camper/her tent campers should be limited to Tent Row when others are nearby and within view. Within your tent the model of "motherliness" governs your behavior.

SEXUAL CONTACT PROHIBITED: Sexual contact between staff and campers is prohibited and will result in immediate dismissal

BEHAVIOR MANAGEMENT TRAINING: All camp staff will be trained in behavior management and discipline techniques to:

- Teach campers skills that achieve positive outcomes in areas of problem solving and interactions with others.
- Implement fair and consistent disciplinary steps that are appropriate to the camper and the situation and do not include corporeal punishment.

SENSITIVE ISSUE POLICY

Counselors must refrain from talking about the following subjects around campers:

- **Smoking**
- **Drugs**
- **Alcohol**
- **Tattoos**
- **Body piercing**
- **Sexuality**
- **Dating/Sex**
- **Cults**
- **Religion**
- **Politics**
- **Horror stories**
- **Personal lives of staff**

Any such conduct will be referred to the Heads of Camp and the Directors. Campers are also to refrain from discussing such topics, and counselors must monitor the campers' conversations with other campers. Staff will undergo training in how to navigate such conversations.

In addition, there are traditions and procedures known only to counselors. These should never be shared with campers.

CHILD ABUSE AND SEXUAL HARASSMENT POLICY

Child abuse and sexual harassment are illegal. Camp Alleghany is required to report any alleged physical or sexual abuse that takes place at camp to the authorities.

Harassment is verbal or physical conduct that, because of its severity and/or persistence, is likely to interfere significantly with a camper's time at camp.

Camper sexual abuse includes, but is not limited to: any contact or interaction between a camper and a staff member when the camper is being used for the sexual stimulation of the staff member or of a third person. The behavior may or may not involve touching.

Sexual behavior between a camper and a staff member is always considered forced, whether or not the camper has consented. Both harassment and sexual abuse are strictly prohibited at Camp Alleghany and will result in immediate dismissal. Legal action will be taken and Camp Alleghany will report the incident to the authorities.

In the event that there is an accusation of camper abuse, a Camp Director must be notified at once, who will act in accordance with the laws of West Virginia. If you suspect that a camper has suffered abuse either at camp or away from camp, inform a camp director immediately.

CAMP ALLEGHANY BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another.

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 e-mails, text messaging, instant messaging, other forms of social media, 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 Camp Alleghany, bullying is inexcusable.

We feel it is only in an atmosphere of genuine safety that relationships are formed, with these relationships being the core of creating a caring and compassionate camp community.

We work together as a team to ensure campers gain self-confidence, make new friends, and cross the river knowing they are unique and celebrated. Persons who are bullied at camp will not have the opportunity to get the most out of their camp experience. We keep in mind our mission statement at all times: ***Naturally inspiring growth through honor, loyalty, and friendship.***

Both staff and campers are required to report any incidents of bullying to their direct supervisor. During Staff Training, counselors are taught how to recognize incidents of bullying and how to help stop it from reoccurring. During the Unit meetings on the 2nd day of camp, campers and counselors discuss:

- What bullying looks like
- How to help stop it
- What the consequences are of bullying at Camp Alleghany
- Who to report incidents of bullying to.

Any camper or counselor found to be participating in bullying at camp is subject to immediate dismissal at the discretion of the Director.



WEST VIRGINIA'S MANDATORY REPORTING LAW

49-6A-2. Persons mandated to report suspected abuse and neglect.

(a) Any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer of an entity that provides organized activities for children, or commercial film or photographic print processor who has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than forty-eight hours after suspecting this abuse or neglect, report the circumstances or cause a report to be made to the Department of Health and Human Resources: Provided, That in any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made, to the State Police and any law-enforcement agency having jurisdiction to investigate the complaint: Provided, however, That any person required to report under this article who is a member of the staff or volunteer of a public or private institution, school, entity that provides organized activities for children, facility or agency shall also immediately notify the person in charge of the institution, school, entity that provides organized activities for children, facility or agency, or a designated agent thereof, who may supplement the report or cause an additional report to be made.

(b) Any person over the age of eighteen who receives a disclosure from a credible witness or observes any sexual abuse or sexual assault of a child, shall immediately, and not more than forty-eight hours after receiving such a disclosure or observing the sexual abuse or sexual assault, report the circumstances or cause a report to be made to the Department of Health and Human Resources or the State Police or other law-enforcement agency having jurisdiction to investigate the report. In the event that the individual receiving the disclosure or observing the sexual abuse or sexual assault has a good faith belief that the reporting of the event to the police would expose either the reporter, the subject child, the reporter's children or other children in the subject child's household to an increased threat of serious bodily injury, the individual may delay making the report while he or she undertakes measures to remove themselves or the affected children from the perceived threat of additional harm: Provided, That the individual makes the report as soon as practicable after the threat of harm has been reduced. The law-enforcement agency that receives a report under this

subsection shall report the allegations to the Department of Health and Human Resources and coordinate with any other law-enforcement agency, as necessary to investigate the report.

(c) Nothing in this article is intended to prevent individuals from reporting suspected abuse or neglect on their own behalf. In addition to those persons and officials specifically required to report situations involving suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

§49-6A-5. Reporting procedures.

(a) Reports of child abuse and neglect pursuant to this article shall be made immediately by telephone to the local state department child protective service agency and shall be followed by a written report within forty-eight hours if so requested by the receiving agency. The state department shall establish and maintain a twenty-four hour, seven-day-a-week telephone number to receive such calls reporting suspected or known child abuse or neglect.

(b) A copy of any report of serious physical abuse, sexual abuse or assault shall be forwarded by the department to the appropriate law-enforcement agency, the prosecuting attorney or the coroner or medical examiner's office. All reports under this article shall be confidential. Reports of known or suspected institutional child abuse or neglect shall be made and received as all other reports made pursuant to this article.

§49-6A-6. Immunity from liability.

Any person, official or institution participating in good faith in any act permitted or required by this article shall be immune from any civil or criminal liability that otherwise might result by reason of such actions.

§49-6A-7. Abrogation of privileged communications.

The privileged quality of communications between husband and wife and between any professional person and his patient or his client, except that between attorney and client, is hereby abrogated in situations involving suspected or known child abuse or neglect.

§49-6A-8. Failure to report; penalty.

Any person, official or institution required by this article to report a case involving a child known or suspected to be abused or neglected, or required by section five of this article to forward a copy of a report of serious injury, who knowingly fails to do so or knowingly prevents another person acting reasonably from doing so, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail not more than thirty days or fined not more than \$1,000, or both.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

Camp Alleghany is committed to providing a living and learning environment that is free from harassment or discrimination on the basis of race, religion, color, sex, gender identity, sexual orientation, national origin, age, disability, political affiliation, military service, or any other non merit-based factor. We strongly believe all staff, campers, and parents should be treated in all respects on the basis of their merit and qualifications.

It is the policy of Camp Alleghany to expressly forbid any forms of harassment of employees. The term “harassment” may include, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct which relate to an individual’s race, color, gender, religion, national origin, citizenship, sexual orientation, age or disability. Camp Alleghany will not tolerate harassment of any Camp Alleghany employee by anyone, including any supervisor, co-worker, vendor, or member.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment. Subjecting employees to unwelcome sexual conduct as a condition of their employment is prohibited by Title VII of the 1964 Civil Rights Act.

Examples of conduct that may constitute sexual harassment include, but are not limited to explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented kidding or teasing, telling sexually oriented jokes, making sexually offensive remarks or engaging in unwanted sexual teasing, subjecting another employee to pressure for dates, making sexual advances or engaging in unwelcome touching such as patting, hugging, pinching or brushing against another person.

All Camp Alleghany employees are responsible for helping to ensure that our workplace is free from harassment. Any Camp Alleghany employee who believes that he or she has been subjected to harassment by anyone, including supervisors, co-workers, vendors, members or visitors is urged to bring the matter to the attention of his or her supervisor, the Directors so that we may investigate and deal with the issue. Employees can raise concerns and make reports without fear of reprisal. The Camp Alleghany Directors will investigate all complaints and will endeavor to handle these matters expeditiously, confidentially and in a professional

manner so as to protect the offended individual. Confidentiality will be maintained insofar as practical. If an investigation confirms that harassment has occurred, corrective action will be taken and disciplinary measures instituted, as appropriate, up to, and including immediate termination of employment.

Camp Alleghany forbids retaliation against anyone who has reported harassment and any such instances will be deemed extremely serious. Any employee who is found to have retaliated against an individual reporting an instance of harassment shall be disciplined and is subject to immediate termination of employment. Any employee whom Camp Alleghany determines has engaged in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

PROTECTION AGAINST RETALIATION

Any employee who, in good faith, reports an alleged incident of sexual harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee, however, who is found to have knowingly made a false accusation of sexual harassment or retaliation, may be subject to appropriate disciplinary action.

CONSENT POLICY

Sexual activity between staff members is generally undesirable in the small community of Camp Alleghany. Furthermore, any form of sexual activity on Camp Alleghany premises is inappropriate and is grounds for immediate dismissal.

Should a staff member decide to engage in sexual activity with another willing adult outside of camp property, consent is required. Consent is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent to *some* sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent.

Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Engaging in sexual activity with a person whom you know - or reasonably should know - to be incapacitated constitutes sexual misconduct and will not be tolerated.

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. A person cannot consent if they are under the influence of alcohol or drugs. In West Virginia, the age of consent is 16, and people who engage in sexual activity with children who are underage may be convicted of statutory rape (also called criminal sexual conduct).

Sexual activity between a staff member and a youth participant is strictly prohibited and is grounds for immediate termination and referral to the authorities for criminal investigation.

WHISTLEBLOWER POLICY

Camp Alleghany requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Camp Alleghany, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBLY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Camp Alleghany can address and correct inappropriate conduct and actions. It is the responsibility of all administrative team members, officers, employees and volunteers to report concerns about violations of Camp Alleghany's code of ethics or suspected violations of law or regulations that govern Camp Alleghany's operations.

NO RETALIATION

It is contrary to the values of Camp Alleghany for anyone to retaliate against any administrative team member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Camp Alleghany. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE

Camp Alleghany has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with a Director, Program Director or another administrative team member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Camp Alleghany's Director who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or Program Director.

The Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Director will advise the administrative team annually of all complaints and their resolution on compliance activity relating to accounting or alleged financial improprieties.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

HANDLING OF REPORTED VIOLATIONS

The Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Elizabeth Shreckhise, Director
Camp Alleghany
428 Camp Alleghany Road
Caldwell, WV 24925

WILDERNESS PROGRESSION: OVERNIGHTS AND MEAL HIKES POLICIES AND PROCEDURES

Our Wilderness Progression program is designed to give every camper an opportunity to take a hike to campsite on Alleghany's property and cook food over the fire. As the campers get older, their adventure gets more involved - such as cooking dinner over the fire, sleeping under the stars, and even cooking breakfast the next morning. All counselors are expected to attend their Unit's Wilderness Progression adventure each term.

Counselors may also schedule additional meal hikes or overnights with their campers and other tents if they desire.

A meal hike consists of hiking to a nearby campsite for lunch or dinner, and an overnight consists of sleeping overnight at one of the campsites.

Wilderness Progression events are pre-scheduled by the Program Director each summer. To schedule an additional meal hike or overnight, counselors must sign up in the Meal Hike/ Overnight binder located in the Office. A food request form must be filled out and turned in to the Office **at least 72 hours in advance**.

Please follow these guidelines for all meal hikes/overnights:

FOOD/WATER SUPPLIES: Pick up food and jugs of water from the kitchen as you are leaving. They will be in a backpack on the scraping table in the Dining Hall, or in the back walk-in refrigerator if during a non-meal time.

HIKING: When using the path towards Brunswick, do not allow any campers or staff to use the ropes course equipment. This is off limits except to Ropes, Wild World, or any group/activity with appropriately trained staff present, and scheduled ahead of time.

HAND SANITATION: Make sure you have a waterless cleanser (antibacterial hand sanitizer) with you from the supply cupboard so hands can be cleaned after handling raw meat.

HIKE FIRES: Once at the camp site, if this is a dinner hike, make the fire immediately and cook the stuffed hamburgers as soon as possible so that the meat does not get warm before cooking it.

DRINKING WATER SAFETY: Only drink the water prepared in the jugs for you in the kitchen; do not drink water from the river or any other source.

FIRE MANAGEMENT: Separate the logs in the fire pit and save some water to splash on the campfire to put out any remaining embers before you leave.

LEAVE NO TRACE: While all campsites are camp property, remember the rule to leave the site as you found it. This applies to food waste, paper waste and human waste. Have campers do a Paper Pick-up before leaving the camp site.

SUPPLY RETURNS: Return all trash, utensils and leftover items to camp. The backpack needs to go back to the kitchen as soon as possible so the utensils may be cleaned and so that it will be available for another trip. Do not leave the backpack anywhere else, such as the Counselors' Lodge, Hickory Hut, Tent Row, etc.



STAFF TRAINING AND TIME OFF POLICY

The following statement of policy is to outline up front our policies for issues that arise each year regarding time away from camp during Staff Training and Term Camp. Except in the case of extraordinary circumstances, these rules will be applied uniformly to all staff members. Each counselor will be held responsible for having read this information.

STAFF TRAINING DATES NOTIFICATION: The dates for the upcoming summer, including Staff Training dates, are posted on Camp Alleghany's website by September 1st of the prior year.

STAFF TRAINING ATTENDANCE: Attendance at, and participation in, the full week of Staff Training week is mandatory for all counselors in order to work as a counselor at Alleghany.

STAFF TRAINING AND MINI CAMP: Counselors teach Mini Camp classes during Mini Camp week.

LEARNING DEPARTMENT DUTIES: Counselors will learn how to teach in their assigned departments during Staff Training.

TRAINING OBSERVATION: Department Heads will inform, guide, and observe staff during Staff Training.

TIME-OFF NON-LIABILITY: Camp Workers Comp will not cover you if injuries or damages are sustained during scheduled Time Off, even if you're on camp property

TERM CAMP SPECIAL TIME OFF POLICY

A counselor may miss up to two days maximum during the term for the following reasons only:

- **College Orientation**
- **Family Wedding**
- **Family Emergency**

If time is missed during the term, the counselor will be docked her assigned time off.

Special circumstances (during Staff Training or Term Camp) will be handled on a case-by-case basis. Do not hesitate to bring individual needs to the Head Counselors and Directors, but recognize that decisions will be left to their discretion and will be as consistent with the above policies as possible given the circumstances.



TRANSPORTATION POLICIES

DRIVING IN CAMP

IN CAMP DRIVERS: Only designated staff members may drive vehicles within camp.

SPEED LIMIT: The posted speed limit is 10 miles per hour and must be strictly observed.

PASSENGERS: Campers and counselors **do not ride in any vehicle in camp** unless they are injured and need transportation to the Dining Hall or Vesper Hill. In this case, they always ride in a golf cart with a designated adult driver.

DRIVING CAMPERS OUT OF CAMP

DESIGNATED DRIVERS ONLY: Only designated drivers 21 years of age or older who have been trained by a director are permitted to transport campers.

LICENSES: All designated drivers must have the appropriate license for the vehicle to be driven.

TRANSPORTATION PROCEDURES DOCUMENT: Designated drivers must read and sign the Transportation Procedures (separate document).

VEHICLE CHECKS: The Site Manager checks all vehicles designated to transport campers before the start of each term. The results of these tests will be recorded on the Vehicle Safety Checks forms, which the Site Manager will keep. The vehicles will be checked in the following areas: lights, wipers, flashers, horn, brakes, mirrors, fluid levels, tires. The vehicle must have current state inspections.

DRIVING RECORDS/LICENSES: The camp director will review the driving records and driver's licenses of all staff who will be transporting campers within 4 months of the start of camp. This is recorded on the Camp Driver Records form.

TRAINING: Drivers must be trained for safe driving practices; the results of the training will be recorded on the Driver Training Form.

CAR SAFETY KITS: All vehicles designated as camper transportation vehicles must have a car kit consisting of an automobile fire extinguisher, a first aid kit, and the Transportation Procedures in the car at all times when transporting campers.

AUTHORIZED VEHICLES: Drivers can only drive designated Camp Alleghany vehicles.

EMERGENCIES OUT OF CAMP

Should any emergency occur, the appropriate emergency procedures will apply.

CALLING FOR HELP: The counselor in charge, or someone she appoints, calls 911 if necessary via cell phone, and contacts Camp Alleghany immediately to apprise us of the situation. Any health information or permission-to-treat forms can be obtained from camp.

LOST CAMPER: Should a camper become separated from her group, the procedures on the following page will be implemented:

- 1. GATHER THE GROUP:** The counselor in charge of the group with the missing camper must gather her entire group together and have them stay in one place with another counselor.
- 2. NOTIFY CAMP:** The counselor in charge of the outing will immediately notify the director by calling the Camp Office.
- 3. SEARCH PARTY:** The counselor in charge of the sub-group with the missing camper and the counselor in charge of the entire outing will together search the area for the missing camper. The counselor in charge of the sub-group with the missing camper will make sure her campers are overseen by another counselor in the overall group.
- 4. 10-MINUTE MARK:** If after 10 minutes of searching the camper is not found, the counselor in charge of the outing calls 911, and calls the Camp Office again so that a director may leave camp and come to the location of the missing camper.
- 5. NEXT STEPS:** If the authorities are unable to locate the camper, the parents will be notified and the process will be handed over to the authorities.

GOLF CART POLICY

Camp Alleghany owns/rents golf carts that are used in camp. The golf carts' only purposes are:

- To transport sick or injured persons to places they're not able to walk to.
- To transport food, such as snacks for snack days, milk and cookies, etc.
- To transport luggage that's too heavy to carry when a truck is not available.
- Programming purposes as needed and approved by the directors.

APPROVED GOLF CART DRIVERS MUST:

- Be a member of the Administrative Team, Head Counseling team, Medical Team, Camp Support Staff, Media Team, or Head of the Ropes department
- Hold a valid driver's license
- Read the operator's manual and sign and date completion of this task.
- Take a test drive, without passengers, to familiarize themselves with the vehicle and its operation.

BEFORE DRIVING A CART DESIGNATED DRIVERS MUST:

- Get permission from a director.
- Obtain the key from the Camp Office, and sign out on the white board.
- Instruct passengers to hold on tight and keep hands and feet inside the cart.

GOLF CART RULES:

RULES OF THE ROAD: Operate the vehicle according to the rules of the road (staying to the right, yielding the right-of-way to vehicles with passengers, and no passing).

MOVEMENT CAUTIONS: Use caution when depressing the gas pedal. Partial depression of the pedal should occur when traveling downhill.

LISTENING/AWARENESS: Stop and listen for oncoming traffic before advancing quickly across roadways that are perpendicular to the flow of traffic.

NIGHT TIME PROHIBITIONS: Do not use the carts at night unless deemed necessary by a director.

KEYS: Remove the key from the ignition whenever the cart is unattended. Always return the keys to the Camp Office.

RESPONSIBLE BEHAVIOR: Racing and operating carts under the influence of drugs or alcohol are strictly prohibited.



CAMP ALLEGHANY'S NO GOSSIP POLICY FOR COUNSELORS

The goal of the No Gossip Policy is to eliminate camp gossip, which can strain relationships between staff members and distract counselors from performing their duties in a focused and positive manner. The policy prohibits gossip about fellow staff members, Head Counselors, Directors, and campers, as well as exclusive cliques among staff members. The policy is aimed at creating a more team-oriented, positive culture among the staff.

We know that some of your best friends are here at camp and that you only get to see them for these seven weeks a year. In no way do we mean to say that you cannot enjoy those close friendships – these bonds are what keep you all coming back here each summer, and Alleghany thrives on that. But sometimes close friendships turn into exclusive friendships that make others feel unwelcome. We trust that you, as a caring, mature person, understand the difference between the two.

We also know that there are times when the actions of others at camp — campers, peers or leaders — cause you to want to vent to a friend. We're all human, and sometimes the stresses or frustrations of camp make us feel that we need to blow off some steam. But in doing so, you need to ask yourself: is my discussion of this issue aimed at getting it off my chest so that I can return to my day feeling better, or, am I doing this in a mean-spirited way, aimed at hurting or mocking, rather than aimed at resolving the issue? Usually, the better way to vent your feelings is to calmly discuss the issue with the person who caused it.

There are also situations where you're not the one initiating the gossip. While you might not think you're "to blame" merely by listening, remember that if no one was there to listen, the negative statements would never be made in the first place. Even as a passive participant, just by going along with it, you are contributing to the negative environment.

We ask that you engage in honest self-reflection throughout the summer, asking yourself:

- Am I contributing to a team-oriented atmosphere, or am I (even unintentionally) making other staff members feel unwelcome in a conversation?

- Am I allowing a frustration to fester and then making it worse by discussing it with others?
- Am I being disrespectful to a camper, whose parents have entrusted me to care for her, by mocking her to my friends?
- Am I giving someone an opportunity to gossip by participating in the conversation?
- Am I repeating or promoting a rumor about camp about which I have no personal knowledge?

We can probably all look back on past summers and think of regrets we have in how we treated others. The "bubble" of camp life tends to magnify issues, causing us to lose perspective until the summer is over and it's too late to repair relationships.

This policy is aimed to help you check yourself when you might get wrapped up in the drama and lose sight of how lucky we are to be in this wonderful community.

We firmly believe that if you sincerely commit to helping us create this more positive environment this summer, you will benefit personally through individual growth and from being a member of a more cohesive staff that focuses on contributing to this place that we are new to, or that has given so much to us over the years.

These standards are aspirational. That means that, due to the realities of the camp environment, there will be times that we will all fall short of these high standards. However, we ask you to commit to upholding these standards and to help your peers do the same. We all must take personal responsibility for the jobs we are hired to do here, and to our camp community. We thank you in advance for working to make Camp Alleghany be the best it can be.

Accordingly, on the next page, we ask you to pledge to help us establish this policy as a sign of your commitment to make our staff morale the best it can be:

As an employee of Camp Alleghany, I promise:

- To uphold professional communication standards in accordance with my job responsibilities
- To be inclusive of others in conversations, activities, Free Time, and time off as a way to strengthen the camp community and the bonds of the staff members
- To refrain from becoming a part of a clique or exclusive group, so as not to hurt feelings or make others feel unwelcome
- To refrain from talking about anyone (Directors, Head Counselors, staff, or campers) in a negative or destructive way, and to refrain from participating in conversations where others are doing so
- To keep my negative thoughts to myself, or if necessary, vent them privately to an appropriate person, such as a leader, in an effort to resolve the frustration
- To befriend new staff members and help them learn the traditions and rules of Alleghany in a friendly and non-judgmental manner

To refrain from spreading rumors that I do not have facts to prove as true, and, if necessary, to ask an authority figure if something is true before repeating it;
To not tolerate staff members who do not adhere to the above behaviors.

Signed, _____

Printed name: _____

(Date) _____



WATERFRONT POLICIES AND PROCEDURES

WATERFRONT ACTIVITIES

- CANOEING
- FREE SWIM
- ALL-CAMP FREE SWIM
- CANOE TRIPS
- RIVER FLOATS
- STAFF SWIM
- FAMILY CAMP WATER ACTIVITIES

GENERAL WATERFRONT INFORMATION

SCHEDULE: The Head of the Waterfront is responsible for scheduling qualified personnel for all waterfront activities during operation of the summer camp.

QUALIFICATIONS: All lifeguards must be certified by a nationally recognized certifying body.

LIFEGUARD RULES:

- **CERTIFICATION:** Guards must be certified and demonstrate a thorough knowledge of safety practices, equipment use and technique.
- **RATIO:** A minimum ratio of guards to participants is established for each type of waterfront activity. Jumping only in deep end, no diving, no flips
- **STAFFING NUMBERS:** A minimum of two staff must be with campers in the Swimming or Canoeing areas at all times. Swim with a buddy and stay together.
- **PROHIBITIONS:** Lifeguards must NOT: read, sunbathe, take part in long conversations, write letters, or participate in any other activities that distract from camper supervision.
- **STATIONS:** All guards must be out of the water, on the docks or in the canoes, continuously surveying the water and located in positions to quickly assist any swimmer/canoeist.
- **ORIENTATION:** Each lookout and guard must be oriented to emergency and safety procedures by the Head of the Waterfront prior to performing her duties.

STAFF ROLES AND SUPPLIES: There must be at least one person at each waterfront activity certified in Standard First Aid and age-appropriate CPR, and a stocked first-aid kit at each waterfront activity.

SAFETY PROCEDURES AND REVIEWS: All waterfront staff will be instructed during staff training in the areas of safety procedures, teaching techniques, and emergency and rescue procedures by the Head of the Waterfront. Each will be tested on their skills before the camp session begins, and this will be practiced at least once again during the summer.

BASICS FOR ALL STAFF (NOT JUST WATERFRONT STAFF): All Camp Alleghany staff members will be trained by the Head of the Waterfront during Staff Training in the basic waterfront lookout responsibilities and elementary forms of non-swimming rescue.

BUDDY SYSTEM: The buddy board and/or buddy system is always in use for all waterfront activities.

SEVERE WEATHER PROCEDURES: If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. We will open up all Waterfront areas after 20 minutes of no thunder or lightning. Other weather conditions which may close down the waterfront areas will be up to the discretion of the Head of the Waterfront and/or Camp Directors.

EQUIPMENT MAINTENANCE/REVIEW/REPORTS: Waterfront equipment must be regularly checked and maintained, and any problems should be reported immediately to the Facilities Director for prompt repair.

POSTED POLICIES AND PROCEDURES AND CAMPER REVIEW: The Waterfront Policies and Procedures are posted at the Canoeing Hut and Swim Docks. These procedures must be reviewed with campers on the first day of class each term and remain visible throughout the term.

STAFF CONTROLS CAMPER ENTRY TO WATERFRONTS: Campers must wait beyond the bridge/sidewalk until notified by staff that they can enter the Swimming or Canoeing areas. These areas are separate from the living areas in camp, and are designated as such for ONLY swimming and canoeing purposes. The Swim and Canoe Huts are locked each day when the activities are not taking place. Additionally, if swimming at the Barge area, campers must wait at the top of the hill until notified by staff that they can enter the swimming area.

SAFETY RULES COMPLIANCE: Campers and staff must follow all safety rules as posted for all Waterfront activities. Staff accompanying campers must assist in enforcing rules.

OUT-OF-CAMP WATER SAFETY AND RULES: For out-of-camp trips (such as Blue Bend), the ratio of lifeguards to campers/staff is 1:10 if campers are present. The ratio is 1:20 if the trip only includes staff members.

GENERAL WATERFRONT ACTIVITY SAFETY RULES

WATERFRONT BUDDY BOARD SYSTEM: All camper and staff names are recorded on a Buddy Board at the Waterfront. The Buddy Board is empty when no one is in the water. The Buddy Board has washers on named pegs when campers and/or staff are in the water.

WHO'S IN THE WATER?: Anyone entering the water, camper or staff, must put a washer on their name on the Buddy Board. After every class, Free Swim, or float, a staff member checks to see that all washers are removed. No one can place or remove a washer for another person. Any remaining washer(s) will begin emergency search procedures.

DIVING PROHIBITED: There is no diving from any dock or bank in any part of the river.

BOUNDARIES: Campers must stay within the swimming boundaries for Swimming activities. While campers are entering the water, two counselors stand as lookouts until they reach the Dock and their instructor. In Canoeing, campers must stay between Alleghany Rock and the Barge.

BUDDY CHECK PROCEDURE: During a buddy check, all campers must hold their hand up **with their buddy** and be quiet immediately until given the okay by staff that they may resume swimming.

SWIMMING

RATIO: There must be a minimum ratio of 1:10 lifeguards to swimmers.

SWIMMING STAFF: All Swimming staff must be certified lifeguards from a nationally recognized certifying body.

LIFEGUARD STAFF STATIONS: During Swimming, at least one lifeguard must be out of the water continuously watching over the activities.

SWIMMING AREA HOURS: The Swim Docks and Swim Area are off limits when not in use.

CAMPER SWIM CHECKS: Any camper taking swimming is given a swim check prior to participation. Campers will be placed in groups according to their level/ability.

BUDDY SYSTEM: The Buddy Board and buddy system is always in use for Swimming activities.

SWIMMING SAFETY RULES REVIEW: Instruction in basic swimming safety rules is given on the first day, including:

1. **No running**
2. **No horseplay**
3. **Jumping only in deep end, no diving, no flips**
4. **How to use the Buddy Board**
5. **Swim with a buddy and stay together**
6. **How to behave and respond during a Buddy Check**

FREE SWIM AND ALL-CAMP FREE SWIM

The Head of the Waterfront will schedule regular Free Swims for campers during free times. She will schedule lifeguards to be on duty, and counselors on Patrol must attend as lookouts. All waterfront safety rules are applied and enforced. A 1:12 lifeguard to swimmer ratio must be maintained during Free Swim, with lookouts providing an overall ratio of 1:10.

In the case of All-Camp Free Swim, which often occurs after a Carnival or on Sunday afternoons, the safety rules apply and must be enforced. All counselors are required to attend the Free Swim and must stay with their campers at all times. Counselors are responsible for knowing the whereabouts of their campers during the Free Swim, and are expected to assist the lifeguards in being watchers on duty. A 1:12 ratio must be maintained for All-Camp Free Swim, with lookouts providing an overall ratio of 1:10.

STAFF SWIM

The ratio of Lifeguards to staff must be maintained at 1:20 at all times that staff are in the water in a non-structured, or camper-free activity. Staff members must follow the same rules as campers – no swimming or canoeing without the appropriate number of lifeguards present. The guard(s) supervise from the shore or in a canoe, and must be attentive to duties; Lifeguards may not be in the water swimming with the staff during Staff Swim unless executing a rescue. No counselor may be in or on the river alone and must wear a personal flotation device (PFD) at all times in a canoe or kayak. The staff buddy board must be used at all times, and all safety rules listed must be followed by staff on the river.

CANOEING

RATIO: There must be a minimum ratio of 1:12 lifeguards to canoeists.

CANOEING STAFF: There will be one certified canoeing instructor for each six boats on the river. The overall ratio of one staff person for each twelve participants must be maintained at all times. A staff member must always be present on the shore.

LIFEGUARD STAFF STATIONS: During Canoeing, at least one lifeguard must be out of the water continuously watching over the activities.

STAFF SAFETY TRAINING: Staff will be instructed in basic small craft safety rules and emergency procedures during Staff Training.

CAMPER SWIM CHECKS: Any camper taking canoeing is given a swim check prior to participation. No one is allowed to take canoeing unless they pass the swim check. Campers will be placed in groups according to their level/ability.

SAFETY GEAR: All campers and staff must properly wear a personal flotation device (PFD) while in a canoe, including on canoe trips.

BUDDY SYSTEM: The Buddy Board and buddy system is always in use for all Canoeing activities.

EQUIPMENT MAINTENANCE/REVIEW/REPORTS: All canoes and equipment must be inspected on a regular basis and any repairs needed reported immediately to the Head of the Waterfront. PFDs are given a safety check immediately prior to use.

CANOEING SAFETY INSTRUCTION: All campers are instructed in safety rules and given basic canoeing instruction, including dry land practice before going out on the river. Training includes:

- 1. Self-rescue in case of capsize or swamping
- 2. Boat-handling, boarding, debarking, trimming, and movement on the craft
- 3. Use of PFDs
- 4. Paddle on opposite sides

CANOEING SAFETY RULES AND ENFORCEMENT: Safety rules to be reviewed and enforced:

- 1. Must wear PFD
- 2. No horseplay
- 3. No standing in canoes

CANOE TRIPS

Canoe Trips require a lifeguard to camper/staff ratio of 1:12.

Everyone participating in a canoe trip, campers and staff alike, is required to wear a Personal Flotation Device (PFD). During the trip the canoes will take off and land in a specific order, with the first and last canoes of highly proficient canoe staff and campers. After rapids or periodically, the canoes shall all gather in order to make sure everyone is accounted for and safe. Depending upon the rigor of the trip, the Head of Waterfront and Head of Canoeing will consult with the Directors and decide if it is necessary for there to be a counselor in every canoe.

The trip will be cancelled if the river conditions are deemed unsafe, or in the case of inclement weather. In case of a weather emergency, such as a thunderstorm, the protocol will be to pull out at the closest safe location and wait for the weather to pass or if feasible, be picked up by Camp Staff as soon as possible. In case of an injury, the protocol will be to dock at closest safe location, assess the damage, and determine the best plan of action from that point.

RIVER FLOATS

If a group of campers and counselors would like to float down the river, at least one lifeguard and one other staff member must be present. The lifeguard to camper ratio of 1:10 must be maintained at all times. Lifeguards must be in a float out of the water with a lifeguard tube and spare PFD available.

FAMILY CAMP

All Family Camp Staff and at least one adult member of each family are required to watch the Waterfront Safety Orientation video prior to their stay, and answer follow-up questions afterward to ensure they understand the rules.

Each family must sign a document that they have attended this orientation, part of which will be a self-disclosure on each family member's ability to swim. All campers under the age of 12 must be accompanied by a parent at the waterfront, and the use of a PFD is at the parents' discretion but will be strongly encouraged for weaker swimmers.

A Family Camp Buddy Board will be in place at the Waterfront entrance near the Canoe Hut. Each peg will have a family's name under it, and if any member of that family is in the water, that family must place a washer above their name.

WATERFRONT SEARCH PROCEDURES

If a washer is left on the Buddy Board, one staff member will go to the appropriate camp head and see what class the camper has gone to (if in between classes) or to her tent (if at 12pm or 5 pm) and locate the camper. Have the camper return to the waterfront and remove the washer. All other staff members will search the water immediately:

1. **Check under docks with poles and visually.**
2. **Form two lines and walk the river, one group beginning at the upper dock and one beginning at the lower dock, both working downstream.**

EMERGENCY RESCUE/INJURY PROCEDURES

For all emergencies, one staff member should immediately call for the medical staff on the waterfront's walkie talkie while other staff members attend to the emergency. This person should be designated before campers enter the water. The rescue equipment must be readily available and in good repair at all times. If found to be in disrepair, a report should be made immediately to the Director.

NEAR DROWNING: Go immediately to victim and support neck. Bring backboard out to the victim and begin the backboard procedure. Take the victim on backboard to the canoe docks and wait until doctor arrives. After examination, transport to hospital ASAP.

SUSPECTED NECK INJURY: Go immediately to victim and support neck. Bring backboard out to the victim and begin the backboard procedure. Take the victim on backboard to the canoe docks and wait until doctor arrives. After examination, transport to hospital ASAP.

SNAKE BITE: Get victim to the barge immediately, while yelling "snakebite" and alerting someone else to call 911 and get EMS to camp.

CUTS AND SCRAPES: Get victim out of water, administer first aid and take to the infirmary depending on the severity.

SAFETY OF PERSONS WITH IMPAIRED MOBILITY

PERSONAL SUPERVISION: During a Free Swim or Swimming Class, a supervisor will be assigned to the camper to assist them as needed. The supervisor will be responsible for: making sure the camper always feels safe around or in water; securing the camper's wheelchair or other mobility equipment; assisting the camper, either alone or with the help of fellow counselors, to enter the water or reach a comfortable space near the water; Remaining within 10 feet, with constant eyes on the camper at all times around the water; Keeping a whistle on their person to alert the closest lifeguard given any problems arise.

LIFEGUARD SUPERVISION: If the camper chooses to participate in Canoeing, a lifeguard will be present in the same canoe, or one that closely follows, in order to insure the safety of said camper in case of a swamped canoe or other issue.

PERSONAL FLOATATION DEVICE EXTRAS: The camper will be given a whistle that she may use around the waterfront if she is in distress or does not feel safe and secure within an environment.

There are no locations around Camp Alleghany in which a camper with impaired mobility would have accidental access to the water. All areas surrounding the Canoe Docks, Swim Docks, Barge, and other waterfront locations, are strictly off limits to campers regardless of mobility.



Emergency Procedures

No two emergencies are the same. While the procedures on the following pages will serve as guidelines in such an event, it is your common sense and good judgment that will prevail when you are well-informed and have practiced some emergency drills.

Remember that the safety of the campers and staff must always come first!

First and foremost: in the event that any of these emergencies should happen, it is strictly forbidden for anyone in camp – staff or camper – to communicate to anyone outside of the camp community regarding the emergency until the Director has stated so. This includes all social media sites such as Facebook, Instagram, X, TikTok, Snapchat, etc. as well as text messages, emails, and phone calls. Rumors can start and panic can ensue. Please see the Emergency Communications procedures on the following pages for further details.



NON-MEDICAL EMERGENCIES

CODES AND ANNOUNCEMENTS

These codes will be announced over the loudspeaker (PA System) and/or over the walkie-talkies. You must memorize these codes and understand what each means.

CODE YELLOW: Intruder alert

CODE YELLOW SIREN: Active shooter / armed intruder in camp

CODE YELLOW ANIMAL: Threatening animal intrusion

CODE ORANGE: Missing person / search and rescue

CODE BLUE: Flood

CODE RED: Fire

CODE DOROTHY: Tornado

CODE PINK: Evacuation from camp

CODE GREEN: This is the ALL CLEAR. You will need to hear it twice by two different voices (e.g. Elizabeth and a different voice)

PATROL: Counselor Patrol will be given walkie-talkies at night. These are to be kept on all night in case we need to communicate an emergency. During the day, these walkie-talkies will charge in the Bunk House and Hickory Hut so that they are fully charged in the evening, but should be picked up during the day for use in an emergency.

EMERGENCY COMMUNICATIONS PROCEDURES

In the event of an accident or emergency, the following means of communication will be used:

911 CALLS: Typically only a Director/Admin Team member or medical staff member will place 911 calls. One of these staff members may delegate this task to a support staff member if necessary.

CELL PHONES PROHIBITED: Counselors are not to use their phones.

WALKIE-TALKIE USE: Any staff member with a walkie-talkie should communicate if there is an emergency in camp. Staff members who witness an emergency but do not have a walkie-talkie should find a staff member with a walkie-talkie immediately.

NIGHTTIME WALKIE-TALKIES: Eight walkie-talkies (4 for each camp) are available at night for Patrol, for communication and emergency purposes.

PARENT COMMUNICATIONS: Office Manager will send appropriate blast texts or emails to parents/counselors, as needed

EXCEPTIONS: The exception to the above procedures is when there is an armed intruder in camp (see Code Yellow).

MEDIA: No one talks to the media except the Director and her designee. If approached, refer the reporter to Elizabeth first, her designee second.

Code Blue: Flood Emergency

GRADUAL RISE (DAY OR NIGHT)

ANNOUNCEMENT: Code Blue: Flood announced on the PA and/or walkie-talkies.

BEHAVIOR AND DEMEANOR: Stay calm.

DAYTIME RESPONSE:

REPORT: Everyone immediately report to your tent, Unit Heads perform a head count to ensure all are present.

GATHER LIMITED ITEMS: Everyone gathers bedding and some personal items (only what each person is able to carry herself).

LOCATIONS: Junior campers and counselors report to the Arts & Crafts Lodge (Units 1 and 2) and the Play Hall (Units 3 and 4), Senior campers and counselors report to the Dining Hall (Midways and LITs to the Junior Dining Hall, Upstarts to the Senior Dining Hall).

CREATE A SPACE: Counselors remove all furniture from the inside of the Play Hall/A&C Lodge/Dining Hall to allow maximum floor space, leaving exit aisles available on each building's porch.

INFIRMARY: Doctor and any patients will use the golf cart to report to the Cottage.

COWBELL: Residents collect small amount of belongings and report to the Arts & Crafts Lodge.

NON-EVACUEES: Residents of the Cottage, the Coop, Green Team Barracks, Chefs Quarters, and Crystal Palace don't need to evacuate their living quarters.

NON-RESIDENT FACILITIES STAFF: Non-resident facilities staff caught in camp will stay in the Cottage.

SHELTER IN PLACE: Remain in your new locations.

ANNOUNCEMENT: Remain in place until Code Green is called.

NIGHTTIME RESPONSE:

- Office Manager reports to the Office immediately.
- Patrol wakes up Head Counselors and together wake up all counselors who then wake all campers
- Infirmary and Cowbell residents woken by walkie-talkie
- Follow above procedures.

EXTENDED SHELTERING

Once the campers are secure, the following occurs:

RIVER MONITORING: By the Facilities team, constantly.

OUT-OF-CAMP STAFF: You'll be contacted and instructed to find a place to stay outside of camp until further notice.

RETURN ALERT: The Directors will contact out-of-camp staff when it's safe to return.

FOOD PREP: Senior counselors and Hoppers will be instructed to help with food preparations.

MEALS: Delivered via truck to the Play Hall and Arts & Crafts Lodge; A buffet set up in the kitchen for Senior Camp.

SWIM DOCKS: Green Team pull in and secures them, time permitting.

CANOES: Green Team and Canoeing staff move them to the center of Junior Camp, time-permitting.

MATTRESSES: May be set up in the Play Hall, Arts & Crafts Lodge, and Dining Hall, time- and weather-permitting

INJURIES/SICKNESS: Injured or sick campers may be transported either across the mountain road by four-wheel vehicle to the Greenbrier Valley Medical Center, or via helicopter from the Archery field. Elizabeth will coordinate communication and logistics if needed.

PARENT COMMUNICATIONS: Office Manager will send appropriate blast texts or emails to parents/counselors/staff to keep communication open and to give updates on the status.

FLASH FLOOD (DAY OR NIGHT)

ANNOUNCEMENT: Code Blue NOW: Flash Flood announced on the PA and/or walkie-talkies.

BEHAVIOR AND DEMEANOR: Stay calm. Conduct campers to the Play Hall, Arts & Crafts Lodge, or Dining Hall following the same patterns as for the gradual rise (above). You will not have time to take belongings with you.

Code Yellow: Intruder Alert

CODE YELLOW: INTRUDER EMERGENCY (Shelter in place)

DAYTIME PROCEDURES

NON-THREATENING INTRUDER SPOTTED: Contact the Office by walkie-talkie, state “Code Yellow [location], stand by, Admin Team member needed.”

Example: A kayaker has become separated from her group and is lost on the Greenbrier River and comes into camp via the Canoe Docks, weary and thirsty, seeking assistance and direction. The first counselor with a walkie-talkie to notice this will say, “Code Yellow Canoe Hut, stand by, Admin Team member needed.” The other staff members should remove the campers from that location and walk as a group toward the nearest building.

ASSESS: Admin Team member will assess and determine if intruder is threatening.

If not, will ask the intruder to depart, or will assist the intruder if needed. State “Code Green” on walkie-talkie once resolved. If the intruder appears threatening, the Admin Team member will call Code Yellow on the walkie-talkie (see below).

POTENTIALLY THREATENING INTRUDER SPOTTED: Contact the Office by walkie-talkie, state “Code Yellow [location].”

Example 1: A man appears on the road behind the Cottage and states he got lost in the woods, but is displaying erratic behavior. The first staff member to notice him will say “Code Yellow behind the Cottage.”

Example 2: An angry parent arrives at camp and decides to come into camp by rowing him- or herself across in a boat. The first staff member to notice will say “Code Yellow Barge.”

ANNOUNCEMENT: “Code Yellow: Intruder, Shelter in Place” announced on the PA and walkie-talkies.

911: Director or Admin team member will make 911 call if determined to be necessary.

BEHAVIOR AND DEMEANOR: Stay calm.

LOCATION: Get your campers to the closest building, **whichever one is closest.**

- If in the river, swim/canoe to the opposite side of the river and hide behind the water pump house directly across from Junior Camp, or exit the river on camp’s side and lock down in the Purple Palace (whichever side you are closest to). Stay calm. Stay silent. Keep campers silent.

- If on/near the Ropes Course, swiftly move to Brunswick and crouch silently in the woods.
- If on/near Twin Tulips, swiftly move to Twin Tulips or stay there silently.

OBJECTIVE: To be safe and out of sight of the intruder.

SILENCE: Stay silent, keep campers silent.

COMMUNICATE: ANYONE with a walkie-talkie should communicate when the intruder is seen, and give an update over the radio (e.g. “intruder is seen walking from the Counselors’ Lodge toward Senior Camp”). Continue to give updates over the walkie-talkie throughout the entire process.

NO HEROES: Do not attempt to confront the intruder by yourself.

PREPARE: Stay vigilant and prepare to enter into active shooter mode if applicable (see below).

WAIT FOR ALL CLEAR: Stay put and silent until you hear Code Green.

NIGHTTIME PROCEDURES

ANNOUNCEMENT: “Code Yellow: Intruder, Shelter in Place” announced on the PA and walkie-talkies with location.

911: Admin team member will make 911 call immediately.

PATROL & HEAD COUNSELORS: Ensure that the code was heard by all using bullhorns in each camp to announce “Code Yellow: Intruder, Shelter in Place.” Do not allow anyone to leave their tent/building.

ACTION: All campers and counselors on tent row will drop their flaps and lie on the floor of their tents. Stay silent, keep campers silent.

COMMUNICATE: ANYONE with a walkie-talkie should communicate when the intruder is seen, and give an update over the radio (e.g. “intruder is seen walking from the Counselors’ Lodge toward Senior Camp”). Continue to give updates over the walkie-talkie throughout the entire process.

LOCATION: Counselors not on Tent Row: stay where you are at the time.

LIGHTS OUT: Turn off all lights, including bathrooms for both campers and counselors.

NO HEROES: Do not attempt to confront the intruder by yourself.

PREPARE: Stay vigilant and prepare to enter into active shooter mode if applicable (see below).

WAIT FOR ALL CLEAR: Stay put and silent until you hear Code Green.

Code Yellow Siren: ACTIVE SHOOTER / ARMED INTRUDER

In the case of an active shooter / armed intruder, Camp Alleghany will implement the ALICE method:

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

If you witness an active shooter or armed intruder in camp, immediately take shelter and contact the office by walkie-talkie, give location, with “Code Yellow SIREN: Active Shooter” alert. Don’t sugar coat it; say exactly what you see so that there is no delay in seeking shelter and safety.

ALERT:

- The first person in the office to hear the walkie-talkie alert will announce “Code Yellow SIREN: Active Shooter” on the PA and walkie-talkie with location.
- Anyone in a location with a bullhorn will sound the siren over the walkie-talkies, if safe to do so (locations: Office, Bunk House, Hickory Hut, Coop, Cottage).
- **911:** ANYONE in camp with access to a cell phone call 911 immediately. Don’t wait for others, don’t worry about if more than one person calls.
- *Code Yellow SIREN: Active Shooter in Camp* will be sent to ALL staff (counselors, support, etc.) through text and/or WhatsApp or other group communication by any staff members with access to those groups. Don’t wait for others, don’t worry about if more than one person sends the message.
- Staff members out of camp on Time Off who receive this text must call 911 immediately.

LOCKDOWN: Get to the nearest building (or stay in the building if you are in one).

Barricade the room – use furniture or anything else to blockade the doors and windows. Spread around the room, stay low to the floor. Buy yourself time to prepare for counter or evacuation.

- If in the river, swim/canoe to the opposite side of the river and hide behind the water pump house directly across from Junior Camp, or exit the river on camp’s side and lock down in the Purple Palace (whichever side you are closest to). Stay calm. Stay silent. Keep campers silent.
- If on/near the Ropes Course, swiftly move to Brunswick and crouch silently in the woods.
- If on/near Twin Tulips, swiftly move to Twin Tulips or stay there silently.

INFORM: Continued communication to provide information in real time.

- EVERYONE with a walkie-talkie should be reporting in real time what they see (e.g. intruder has a black sweatshirt on and is heading toward the Counselors’ Lodge). Information should be specific – who, what, when, where. This allows different areas of camp to evacuate depending on the location of the intruder.
- Do NOT state where you are located, how many campers you have with you, etc. The communication is only to report the location and behavior of the intruder.
- Once you are hiding or evacuated, your communication stops. Keep walkie-talkies on LOW so that you can hear information being reported, but the volume of your walkie-talkie won’t give away your location.

CHOOSE: Lockdown (stay in place), Counter, or Evacuate. You may end up doing more than one of these at various times during the intrusion. This is not linear – it does not follow a specific order. Do what is best at that time, in that moment. Base your decision off of your current location and what you hear being reported on the walkie-talkie. Use your gut instinct.

- **COUNTER:** Create noise, movement, distance, and distraction by throwing any objects at or toward the shooter (objects can range from rocks, craft items, shoes, any items accessible that can be thrown). This is NOT fighting. This is a worst-case scenario option, and is 100% a choice for each individual in the room – you do not have to do this. This may not be age-appropriate for Junior Campers, or even Senior Campers. Read the room and decide what is best for the group and each individual. A small group of individuals within the group may decide to do this. **Goal:** to throw off the shooter’s ability to shoot / shoot accurately, and to allow for additional time for police to arrive or for an evacuation
- **EVACUATE:** Drop everything and run. Make this decision based on the information/reports you hear on the walkie-talkie, depending on the location of the intruder. Leave everything behind. Choose this option if you are: a) not close to any building, b) already close to a rally point, or c) are in a building that is not near the current location of the intruder or cannot effectively be locked down/barricaded.
 - Don’t wait to put shoes on, don’t gather any items, drop everything and run.
 - Run to a rally point, and STAY THERE until a) police arrive, b) you hear the Code Green on the walkie-talkie, or c) you hear that the intruder is heading your way, in which case continue running through the woods to another rally point, or to a point where you feel out of harm’s way. Staff or authorities **will find you after the event.**

Code Yellow Siren: ACTIVE SHOOTER / ARMED INTRUDER (Cont.)

- Rally points:
 - North end of camp: Brunswick
 - East end of camp: the woods behind Candlelight Campfire
 - South end of camp: the intersection of the roads leading to Twin Tulips (run past the Shop/Chefs' Quarters down the road until you reach the T in the road, stay in the woods down in Crystal Creek)
- If you don't know where a rally point is or cannot get there, simply run into the woods for safety. Staff or authorities **will find you** after the event.
- **Evacuation into the woods is the safest choice you can make in a situation like this.**

PERMISSION: Everyone in camp has permission to:

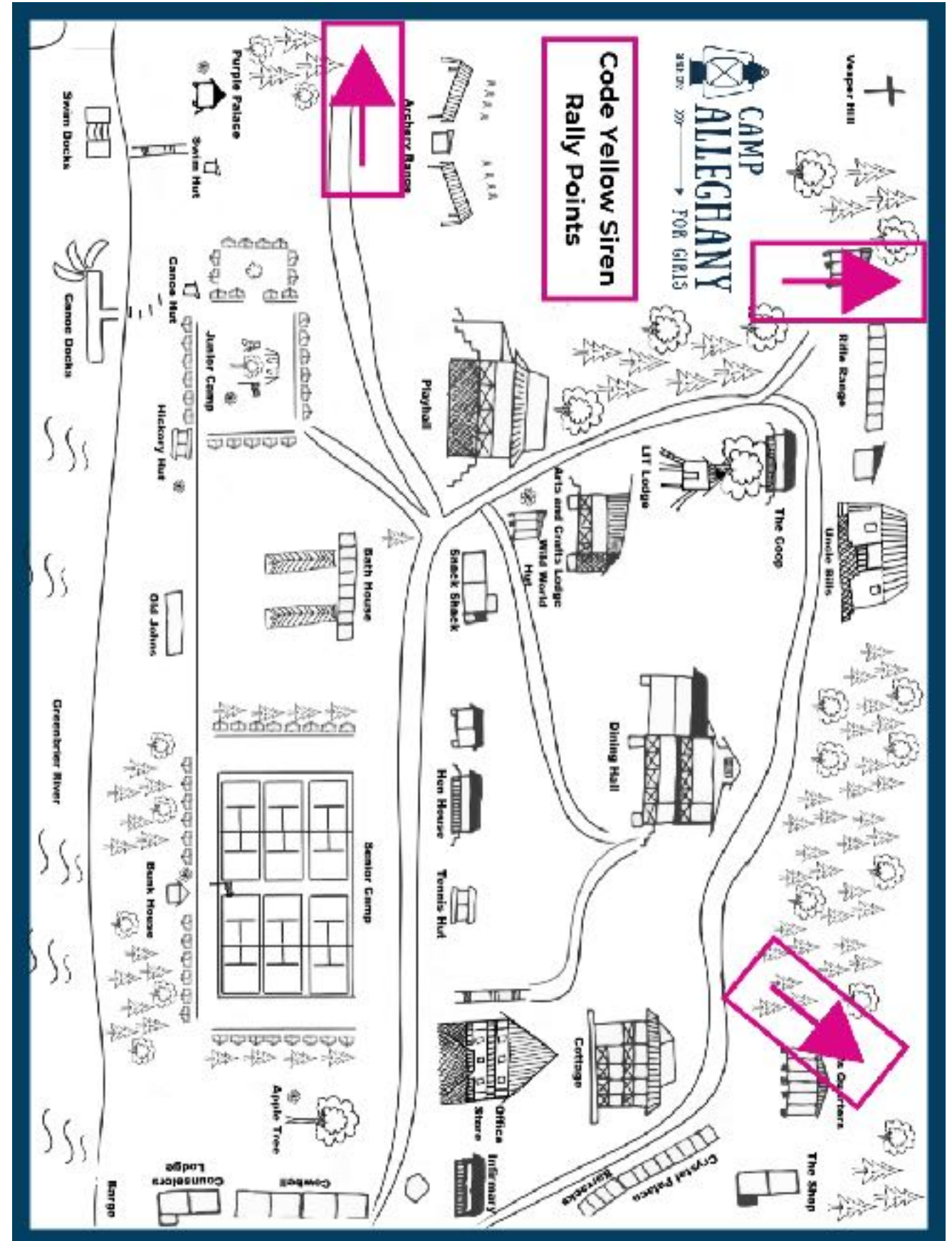
- Break the rules
- Move furniture
- Throw objects
- Communicate the emergency on behalf of camp
- Run away

CODE GREEN: The intrusion is over when you hear Code Green on the walkie-talkie and the PA system, OR the authorities inform you that you are safe.

NIGHTTIME PROCEDURES

If the intrusion happens at night, the above procedures will be implemented with the following modifications:

- Everyone on tent row will drop their flaps and move to the tent floor. Use trunks and other furniture to barricade the sides/front/back of the tents from the inside. Stay low and under beds and/or in the center of the tent.
- Anyone in a building will lockdown in that building, using the procedures above. DO NOT ATTEMPT TO RETURN TO TENT ROW until you have more information on the intruder's location.
- Depending on the information being reported over the walkies and PA system, individuals may choose to COUNTER or EVACUATE their locations using the procedures above.
- As tents cannot be effectively barricaded, the safest choice in this scenario will be to evacuate once you have information on the intruder's location. Follow above evacuation procedures.



Code Red: Fire in Camp

FIRE SPOTTED: Contact the Office by walkie-talkie, give building or location and Code Red alert.

911: Office Manager calls 911.

FIRE ENGINE ARRIVAL: They enter camp via the back road.

ANNOUNCEMENT: Code Red announced on the PA and walkie-talkies.

BEHAVIOR AND DEMEANOR: Stay calm.

MOVEMENT:

- If in a building, campers and counselors proceed calmly out of the building, moving at least 150 feet away from that building.
- If in a non-building area, campers and counselors calmly move at least 150 feet away from the fire and stay together.
- If the fire is not on tent row, an announcement will be made for all campers and counselors to report to their tents

HEAD COUNT:

- If fire is in the Dining Hall during a meal, or the Play Hall during a time when all camp is present, campers and counselors form up in Units for head count.
- If fire is in a departmental building, Department Heads will perform a head count
- If campers and staff report to tent row, Unit Heads will perform a head count.

COMMUNICATE: Counselors report to Unit Heads, who report to Head Counselors, who report to Elizabeth that all have exited the building or the area, and all are accounted for.

FIRE EXTINGUISHER PERSONNEL: All staff are trained in the proper use of a fire extinguisher, one staff member will retrieve the closest fire extinguisher and proceed immediately to the location of the fire.

WAIT FOR ALL CLEAR: Stay put and silent until you hear Code Green.

FIRE EXTINGUISHER LOCATIONS

- Arts & Crafts Lodge (3)
- Barge
- Bathhouse (2)
- Bunk House
- Coop
- Cottage (2, one on each floor)
- Counselors' Lodge
- Cowbell (2)
- Crystal Palace (2)
- Crystal Palace Laundry Room
- Hickory Hut
- Infirmary
- Kitchen/Dining Hall (4)
- Office
- Play Hall (2): Left of fireplace and directly across from fireplace
- Rifle Range
- Shop (2)
- Snack Shack (2, one on each side)
- Store
- Uncle Bill's (3)

Code Orange: Missing Person/ Search & Rescue

DAYTIME PROCEDURES

DURING ACTIVITY PERIODS:

- **RESPONSIBLE PERSON:** Department Heads will choose a designated alternate in case a Code Orange occurs during a Department Head's time off.
- **ROLL CALL:** Each Department Head will call roll to determine if all campers are present.
- **ABSENT CAMPER:** If a camper is not present, a counselor will first check the Infirmary, the Rest Rooms, and Tent Row. If not in these locations, call on the walkie-talkie to ask if anyone has seen the camper.
- **MISSING CAMPER:** Once a camper is determined to be missing, the counselor reports her name to the Office via walkie-talkie so Code Orange: Gather can be called.
- **ANNOUNCEMENT:** Code Orange: Gather announced on the PA and walkie-talkies with location.

DURING NON-ACTIVITY PERIODS:

- **NUMBER SYSTEM:** On the first day of camp, each camper in a unit will be given a number to use for large-group roll call during activities such as Lunch Under the Apple Tree and Evening Activities.
- **RESPONSIBLE PERSON:** Outside of departments, or structured activities, counselors must be aware of where their campers are during Free Time (Free Swim, showers, etc.)
- **ABSENT CAMPER:** If a camper is not present, a counselor will first check the Infirmary, the Rest Rooms, and Tent Row.
- **MEALTIME RESPONSIBLE PARTY:** If a camper does not show up to a meal, the counselor at the table should check with the medical staff first, the Rest Rooms, and Tent Row before reporting the camper missing.
- **MISSING CAMPER:** Once a camper is determined to be missing, the counselor reports her name to the Office via walkie-talkie so Code Orange: Gather can be called.
- **ANNOUNCEMENT:** Code Orange: Gather announced on the PA and walkie-talkies with location.

NIGHTTIME PROCEDURES

RESPONSIBLE PERSON: Tent counselor or Unit Head/Patrol.

TENT CAMPER NOT PRESENT: The counselor will first check the Rest Rooms and the Infirmary

MISSING CAMPER: Once a camper is determined to be missing, the counselor must immediately report the missing camper to the counselor on Patrol, who will report the missing camper to the Director on Duty via walkie-talkie so Code Orange: Gather can be called

ANNOUNCEMENT: Code Orange: Gather announced on the PA and walkie-talkies with location.

SEARCH AND RESCUE PROCEDURES

CAMPER NOT FOUND: If camper isn't found in the initial search of the Rest Rooms, Infirmary, and Tent Row, then:

MISSING CAMPER ANNOUNCEMENT: When a camper is missing from her activity/tent/meal, Code Orange: Gather is called on the walkie-talkie.

SEARCHERS REPORT: All searchers report to Elizabeth at the Pavilion.

DURING ACTIVITY PERIODS: Department Heads leave a staff person in charge before leaving their department.

DURING MEALS: All searchers report to the Senior Dining Hall porch.

POSTS: All Search Contacts report to their posts.

BEHAVIOR AND DEMEANOR: Stay calm, continue activities/meals as normal.

SEARCH METHODS: All searchers gathered at the Pavilion/Dining Hall porch will be instructed by Elizabeth to split up and begin their search. Searchers must stay in pairs/groups and not split up.

SEARCH COMMUNICATOR: Office Manager will call the sheriff's office for a search and rescue team.

SEARCH TIME: Searchers will search their designated area for 15 minutes and then report to their Search Contact. If missing camper has not been found, and the professionals have not arrived, searchers will continue searching until the professionals arrive.

SEARCH REPORTING: All Search Contacts report to the Office Manager in the Office.

WAIT FOR ALL CLEAR: Searchers return to the Pavilion from your search location when you hear Code Green, or an announcement that the professional search and rescue team has arrived.

ALTERNATES FOR SEARCH CONTACTS

Elizabeth: (1) Head of Senior Camp
(2) Head of Junior Camp

LPD: (1) Office Assistant (2) Doctor

Operations Coordinator: (1) Green Team #1 (2) Green Team #2

Office Manager: (2) Office Assistant
(2) Infirmary Assistant

Office Asst.: (1) JC Mom (2) Doctor

CODE ORANGE SEARCH AREAS, SEARCHERS, AND SEARCH CONTACTS

Area	Searcher	Search Contact
Area 1 Fields behind Play Hall and Junior Unit 3 Sports & Fitness, Archery, and Swimming Huts (if unlocked) Road to Rifle Range and Rifle Range Uncle Bill's, the Coop Candlelight Campfire, Vesper Hill	Heads of Rifle, Archery, Sports & Fitness and Tennis	Elizabeth at the Pavilion
Area 2 Hill behind the Dining Hall Goat Path Hill	Heads of Dance, Drama, Arts & Crafts, and Alleghany Singers	Operations Coordinator at the Shop
Area 3 Ropes Course and path to Brunswick, starting from the Purple Palace Brunswick area and beyond	Two Green Team, Head of Wild World and Head of Ropes	LPD at Canoe Docks
Area 4 Road to Twin Tulips and woods on either side Crystal Creek and property on other side of the creek (down river side)	Three Green Team	Operations Coordinator at the Shop
Area 5: in boat/canoe River bank from the barge to Brunswick	Program Director and Head of Canoeing	LPD at Canoe Docks
Area 6: river Sweeping the river bottom from barge to swim docks	Head of Waterfront, Head of Swimming, two designated rescue lifeguards	LPD at Canoe Docks
Area 7 Cowbell, Post Office, Store Counselors' Lodge, Apple Tree Tennis Hut	Store and Post Office managers and Heads of Banquet	Office Manager in Office
Area 8 Bathhouse Play Hall Arts & Crafts Lodge and path behind Wild World Hut Hen House Dry Room	Head of LIT, Head of Cooking, and if applicable: JC Mom, Asst. Head of Junior Camp, Asst. Head of LIT	Elizabeth at the Pavilion
Area 9 Cottage Infirmary Dining Hall/Kitchen Office	Kitchen Liaison, Head Hopper, Infirmary Assistant	Office Assistant on Cottage porch
Area 10 Junior Camp tent area, Hickory Hut Senior Camp tent area, Bunk House	Head of Junior with Start-up Mom Head of Senior with Midway Mom	Elizabeth at the Pavilion
Area 11 Shop, Crystal Palace, Green Team barracks, Chefs Quarters	Head Cook and one Green Team	Operations Coordinator at the Shop

Code Dorothy: Tornado Procedures

TORNADO SIGHTED DAY OR NIGHT

ANNOUNCEMENT: Code Dorothy: Tornado announced on the PA and/or walkie-talkies with location.

BEHAVIOR AND DEMEANOR: Stay calm.

LOCATION: Get your campers to closest building, **whichever one is closest of these:**

- Junior Johns
- Senior Johns
- Snack Shack
- Cowbell Alley
- Crystal Palace
- Shop
- Crystal Creek – crouch as close to the ground as possible.
- Down in the river bank – crouch as close to the ground as possible.

LOCATION BEHAVIOR: Sit or lie down flat.

MISSING CAMPER: Counselors should take roll of their campers. If a camper is not present, don't attempt to search for her, but report her name via walkie-talkie as a missing camper.

WAIT FOR ALL CLEAR: Stay put and calm until you hear Code Green.

TORNADO WATCH/WARNING MEANINGS

WATCH: A tornado could develop within 5-6 hours.

WARNING: A tornado could develop within 30-60 minutes.

DAYTIME PROCEDURES DURING ACTIVITIES

ANNOUNCEMENT: Code Dorothy: Tornado announced on the PA and/or walkie-talkies with location.

BEHAVIOR AND DEMEANOR: Stay calm.

REPORT TO FOLLOWING LOCATIONS:

- Archery, Swimming, Canoeing, and Dance departments report to the Senior Johns.
- Tennis reports to the Hen House.
- Drama, Singers, Arts & Crafts, Wild World, Sports & Fitness, and Dance report to the Junior Johns.
- Rifle and Sports & Fitness report to the Snack Shack.
- Kitchen staff report to Crystal Palace.
- Support staff report to Crystal Palace.
- Day Campers, Day Camper Counselors, and anyone in the Cottage and Office report to Crystal Palace.
- Green Team and Housekeeping staff will report to whichever of these locations they are closest to at the time.
- Ropes will go down onto the riverbank, or to the Bouldering Wall if close..

LOCATION BEHAVIOR: Sit or lie down flat; stay calm.

REMAIN TOGETHER: Stay with department or group (if practical).

ROLL CALL: Department Heads or staff member will call roll to determine if all campers are present.

MISSING CAMPER: Don't attempt to search for a missing camper, but report her name via walkie-talkie as a missing camper.

WAIT FOR ALL CLEAR: Stay put and calm until you hear Code Green.

Code Dorothy: Tornado Procedures Cont.

PROCEDURES DURING FREE TIME OR NIGHTTIME

ANNOUNCEMENT: Code Dorothy: Tornado announced on the PA and/or walkie-talkies with location.

BEHAVIOR AND DEMEANOR: Stay calm.

COUNSELOR MOVEMENT: Counselors in the Counselors' Lodge, Purple Palace, or otherwise not at their tents should immediately return to their tents.

TIME OFF SUBS: Head Counselors and Guest Counselors will cover tents whose counselors are on time off.

NIGHTTIME COMMUNICATIONS: Patrol will awaken Head Counselors, and then together wake counselors and campers.

REPORT TO FOLLOWING LOCATIONS:

- Junior Camp and residents of the Coop and Uncle Bill's report to the Johns (both sides).
- Senior Camp report to the Snack Shack (both sides).
- Infirmary staff: one nurse to Johns, one nurse to Snack Shack.
- Support staff, including those residing in the Cottage, report to Crystal Palace.
- Crystal Palace and Cowbell residents stay put.
- The Green Team reports to the shop.

LOCATION BEHAVIOR: Sit or lie down flat; stay calm.

REMAIN TOGETHER: Stay with unit or group (if practical).

ROLL CALL: Unit Heads or staff member will call roll to determine if all campers are present.

MISSING CAMPER: Don't attempt to search for a missing camper, but report her name via walkie-talkie as a missing camper.

WAIT FOR ALL CLEAR: Stay put and calm until you hear Code Green.

Inclement Weather

THUNDERSTORM

BEHAVIOR AND DEMEANOR: Stay calm.

LOCATION: Keep campers in their activities when possible, or in an alternative space when appropriate. Get inside a building as soon as possible.

TENTS: Tack tents to ensure all clothing and bedding remain dry.

LIGHTNING SAFETY: Stay away from the river, showers, drinking fountains, swing sets, tetherball poles, and slides.

THUNDER: Once thunder is heard, Waterfront staff should remove everyone from the water until conditions have ceased for 20 minutes.

TRANSPORTATION: The Barge and rowboats at the Riverfront must not be used when thunder or lightning are present.

HIGH WINDS

BEHAVIOR AND DEMEANOR: Stay calm.

LOCATION: Keep campers in their activities when possible, or in an alternative space when appropriate. Get inside a building as soon as possible, if possible.

TENTS: Tack tents to ensure all clothing and bedding remain in the tent.

WIND SAFETY: Stay away from wooded areas (e.g. the ropes course or hiking trails).

THUNDER: Once thunder is heard, Waterfront staff should remove everyone from the water until conditions have ceased for 20 minutes.

TRANSPORTATION: The Barge and rowboats at the Riverfront must not be used when thunder or lightning are present.

HEAVY RAINS

BEHAVIOR AND DEMEANOR: Stay calm.

LOCATION: Keep campers in their activities when possible, or in an alternative space when appropriate. Get inside a building as soon as possible, if possible.

TENTS: Tack tents to ensure all clothing and bedding remain dry.

CLOTHING PROTECTION: Make sure trunks are closed so clothing stays dry.

RAIN GEAR: Everyone must wear waterproof rain gear.

RAINY DAY PLAN: All departments will report to their designated areas according to the Rainy Day Activities plan or per the Program Director's instruction.

Code Pink: Evacuation Procedures

ANNOUNCEMENT: Code Pink: Evacuate announced on the PA and/or walkie-talkies.

911: Office Manager will make 911 call to alert authorities that camp is being evacuated.

BEHAVIOR AND DEMEANOR: Stay calm.

DAY: Campers and counselors immediately return to your tent.

NIGHTTIME COMMUNICATIONS: Patrol will wake up Head Counselors, and then together wake up all counselors, who will wake up the campers. Infirmary, Cowbell, Uncle Bill's, and Crystal Palace residents will be woken via walkie-talkie.

EMERGENCY CONTACTS: Office Manager reports to office immediately to retrieve folder and thumb drive with emergency contact and medical information.

DAY CAMPER COUNSELORS: Report immediately to the Cottage to gather the day campers and proceed to the docks to evacuate with the medical staff.

GATHER MINIMAL ITEMS: Everyone may gather some personal items (only what each person is able to carry herself), time-permitting.

CAR KEYS: All staff who have cars across the river must bring your car keys.

MEDICAL STAFF DUTIES: Pack emergency medication that may be needed by the campers or counselors and first aid equipment to take care of any injuries.

RESCUE LIFEGUARD DUTIES: Rescue lifeguards (assigned during Staff

Training, preferably Senior Camp counselors) will ensure their campers are with a designated alternate counselor, and then proceed immediately to their posts, with flashlights if it is a night evacuation:

- Head of Waterfront and Barge Lifeguard on the Barge.
- Two assigned rescue lifeguards in a rescue canoe.

STRAGGLERS: Program Director and two Assistant Heads (Upstart Mom, Asst. Head of Junior, and/or Asst. Head of LIT) report to designated areas (listed below) to sweep for stragglers and then report to Canoe Docks.

LOCATION: Everyone else report to the Barge (rest of Head Counselors, campers, counselors, and all staff/personnel in camp).

COUNSELOR DUTIES: Report with your campers to the barge docks. Stay calm and be attentive to your campers. Stay with your own campers.

GROUPINGS: Stay grouped as Units – Unit Heads should ensure her Unit stays together.

DIRECTOR: Elizabeth will be stationed at the Apple Tree to ensure all 8 units have arrived at the docks for evacuation.

SWEEP (SCAN) OF CAMP DURING EVACUATION

OFFICE ASSISTANT: Obtains the keys to all of the camp-owned vehicles, then sweeps the Cottage, Office, Infirmary; reports to Barge.

STAFF HEADS: Head Cook, Head of Store, Crystal Palace designee, and Green Team designee sweep their living quarters and report to the Barge.

PROGRAM DIRECTOR: Sweep the Coop, Uncle Bill's, the Arts & Crafts Lodge, and the Play Hall and report to the Canoe Docks to be transported in the rescue canoe.

HEAD OF LIT and JC MOM: Sweep the Dining Hall, the Hen House, and the Counselors' Lodge and report to the Barge.

ASSISTANT HEAD OF JUNIOR CAMP and/or ASST. HEAD OF LIT: Sweep all Junior tents, the Junior Johns, and the Senior Johns and report to the Barge.

ASSISTANT HEAD OF SENIOR CAMP: Sweep all Senior tents and the Showers and report to the Barge.

BARGE INSTRUCTIONS

FIRST ACROSS THE RIVER: Leadership Program Director, Office Manager, Medical staff, Head of Senior Camp, Head of Junior Camp, Day Camper Counselors, Day Campers, and any support staff members with children who are Day Campers.

COMMUNICATION: Office Manager will have the office cell phone for communication purposes if needed.

NEXT ACROSS THE RIVER: Campers and counselors will cross by Units, beginning with Junior Unit 1, in groups of 40 at a time.

LAST ACROSS THE RIVER: Elizabeth, Assistant Heads of Junior and Senior Camp, Head and Asst. Head of LIT, JC Mom, Kitchen staff, Facilities, Green Team, and remainder of support staff.

CANOE ARRIVAL: After the final Barge crossing, the two Barge lifeguards stay on the Barge until the rescue canoe arrives.

CANOE INSTRUCTIONS

POSITIONS: Rescue canoe lifeguards position themselves near the Barge in the middle of the river.

Code Pink: Evacuation Procedures Cont.

OTHER SIDE OF THE RIVER

Once across the river, personnel are to report to the following locations and complete the following tasks:

LOCATIONS

RESCUE SQUAD AREA: The left side of the Green House (as you face the building) is left open for rescue squad if needed.

OFFICE MANAGER: The Green House.

HEAD OF SENIOR CAMP: To the right of Green House (as you face the building), all the way down the road.

HEAD OF JUNIOR CAMP: To the right of Green House (as you face the building), halfway down the road.

LPD: Halfway down the road to the river to direct everyone to where they need to be.

DAY CAMPERS: Sit in the vehicles of the Day Campers' parents.

JUNIOR CAMPERS AND THEIR COUNSELORS: To the right side of the Green House (as you face the building), about halfway down the road.

SENIOR CAMPERS AND THEIR COUNSELORS: To the right side of the Green House (as you face the building), all the way down to the lamppost.

GROUPS: Stay with your tent group and in your Unit.

TASKS

ROLL CALL: Counselors take roll to determine if all campers are present.

MISSING CAMPER: Report missing campers to your Unit Head, who reports to the Head Counselors: who is missing or with the medical staff?

HEAD COUNTS: Head Cook, Head of Store, Crystal Palace designee and Green Team designee all take head counts and report to Elizabeth.

MEDICAL STATION: Set up at the Green House, any injured staff or campers are taken directly there.

EVACUATION COMPLETE: Elizabeth and Program Director will report that camp has been completely evacuated when they cross.

DURING STAFF TRAINING

HEAD OF WATERFRONT DUTIES:

- Keep list of lifeguards posted and with you at all times.
- Choose two lifeguards who can canoe to man the rescue canoe during the evacuation. Each will be supplied with a large mag-lite flashlight for the evacuation (these will stay in the Canoe Hut at all times).

RESCUE LIFEGUARD DUTIES:

- Choose another counselor to supervise your campers until you can meet up with them across the river.
- Convey to your Mini Campers and Term Campers who the substitute is for evacuations.

ALL COUNSELOR DUTIES FOR EVACUATIONS/DRILLS:

- Campers are never to be left on their own, no matter how old.
- Evacuation drill will be practiced by all in camp during Staff Training.

STAFF ALTERNATES:

If any of the Administrative Team or Head Counselors are away during this evacuation, the following will be substitutes:

- Elizabeth: (1) Office Assistant (2) Infirmary Assistant
- Program Director: (1) Head of Canoeing (2) Head of Swimming
- Head of Senior Camp: (1) Midway Mom (2) Unit Head
- Head of Junior Camp: (1) Startup Mom (2) Unit Head
- LPD: (1) Head of Senior Camp (2) Head of Junior Camp
- Office Assistant: (1) Kitchen Liaison (2) Head Hopper

Code Pink: Evacuation Procedures Cont.

EVACUATION FROM CAMP'S PARKING LOTS

It is within the purview of the Camp Director to evaluate if an emergency weather incident, forest fire, or other health and safety emergency is severe enough to warrant a full evacuation or the closure of camp. In the event of an emergency requiring camp to close, or all campers will be evacuated in the following manner:

FROM THE PARKING LOT

EVACUATION PROCEDURE: Unit by unit campers get into the vehicles of the counselors and staff.

CAMP VEHICLES: All camp-owned vehicles in the parking lot, including the 15-passenger van, are utilized.

EVACUATION DESTINATION: Counselors and staff will drive the campers to the Walmart parking lot at 520 N Jefferson Street, Lewisburg, where they will stay until everyone has arrived.

WHY WALMART?: This location is in close proximity to camp, the interstate, and nearby hotels.

SECOND TRIPS: If not all campers can fit in the first round of driving, counselors will continue to return to camp to retrieve more campers until everyone has been taken to the location. Counselors and staff without vehicles will stay to supervise the campers.

EMERGENCY CONTACT DUTIES: The Office Manager contacts all parents via email and text if possible.

STAY PUT: Campers will remain supervised in the staff members' vehicles in the Walmart parking lot until they have been picked up by a family member.

SUPPLIES AND COMFORT: Staff will work in shifts taking the campers to the rest room and bringing them food and water, purchased at Walmart by Camp Alleghany.

ACCOMMODATIONS: For those parents unable to come that day, hotel arrangements will be made at one or more of the hotels adjacent to Walmart.

RELEASE TIME: All counselors and staff are required to stay until all campers have been picked up.

Medical Emergencies

PURPOSE OF THE ERT TEAM

The purpose of an Emergency Response Team is to help organize the staff in the event of a major medical event. Examples: broken bone, serious burn, anaphylaxis, seizure, heat stroke, heart attack — any emergency that would require the calling of 911.

While the medical staff will make the decision about the need for calling 911, the Directors will be informed before the call is made. With this team in charge, the rest of the staff will make certain the campers are kept busy and away from the emergency. This allows the medical staff to do their job.

EMERGENCY RESPONSE TEAM (ERT):

- Director
- Medical Personnel
- Office Manager
- Infirmary Assistant
- Program Director
- Leadership Program Director
- Operations Coordinator
- Office Assistant

ERT SUBSTITUTES:

- For Director: Program Director
- For Office Manager: Office Assistant
- For Infirmary Assistant: Store Manager
- For Program Director: LPD
- For Operations Coordinator: designated Green Team member

DUTIES OF THE TEAM

DIRECTOR: Oversees the emergency and is the media spokesperson with scripted response. No one talks to the media except the Director or her designee.

MEDICAL: Cares for the injured camper or counselor.

OFFICE MANAGER: Controls the phones.

INFIRMARY ASSISTANT: Keeps careful records of what is happening during the crisis to create a timeline of events. Must be thorough and neutral. Accompanies the injured person to the hospital with the camper's counselor (if the injured person is a camper), and one Head Counselor or Support Staff member.

PROGRAM DIRECTOR AND LPD: Give information to staff; make plans to manage the campers; ensure counselors are not on their phones.

OPERATIONS COORDINATOR: Does whatever is needed to assist the medical staff (e.g. ambulance across the river; field cleared for helicopter landing, etc.)

TEAM ACTIVATION CODE

When there is a serious medical emergency, the first team member to the site will say on the walkie-talkie "Medical staff please report to [location of emergency]."

Medical Emergencies Cont.

MEDICAL EMERGENCY EXAMPLE:

During Ropes class, a camper falls from the rope swing and is unable to get up. The Head of Ropes contacts the Infirmary via walkie-talkie and asks for medical staff, but does not give alarming details, knowing that anyone in camp could be listening. The remainder of the Ropes staff will take charge of the rest of the class members and proceed to another area of the ropes course. Doctor/nurse proceed to Ropes area on the medical golf cart. Upon assessing the situation, if the medical staff deems that a 911 call is needed, he or she will call for the Director over the walkie-talkie and ask to switch to the medical channel (channel # determined at the beginning of the summer). The rest of the ERT will switch to the medical channel as well to be apprised of the situation. The ERT will then proceed as follows:

- The Doctor tells the Director that the camper has a possible broken leg and needs to go to the ER. Elizabeth or the Office Manager will call 911.
- The Office Manager will print out the camper's health form from CampMinder and give it to the Infirmary Assistant.
- The Infirmary Assistant will report to the Office to retrieve the health form and the keys to a camp vehicle.
- The Program Director heads to the site of the emergency and begins to ensure that the area is free from spectators, then delegates to the LPD to meet with Department Heads (daytime) or Unit Heads (nighttime) to apprise them of the situation and ensure that the campers and other staff are otherwise occupied (see below).
- The Operations Coordinator will then proceed to the barge with two Green Team to await the ambulance. They will take the EMTs to the site of the injured party. The EMTs will evaluate the situation and then determine the best way to transport the camper to the barge and across the river.
- The Infirmary Assistant, one Head Counselor, and the camper's counselor (if the injured person is a camper) will follow the ambulance to the ER in a camp vehicle and stay with the camper until her parents arrive or she is released.

Immediately after the camper/counselor leaves camp for the hospital, the following must happen:

- The Program Director will obtain a statement from the Head of Ropes detailing all events right before the injury and her actions immediately after.
- Elizabeth will call parents from the Infirmary, inform them of the incident and give the name and address of the hospital where the camper was taken. She will also tell them who is with their child at the hospital. Then the medical staff will talk with the family and give any further pertinent details.
- Office Manager will be in the office ready to take calls, if needed.

DUTIES OF THE PROGRAM DIRECTOR AND LPC

- Assemble the necessary group of campers/counselors and let them know what has happened.
- Ensure the counselors do not use their phones/computers or any form of social media to communicate what has happened.
- If the accident occurs during activity time, activities will continue.
- If the accident occurs during free time, have an activity or event planned and get the campers involved.
 - E.g., all Juniors report to the Play Hall for an impromptu dance party and all Seniors to the Bunk House for an open mic session.

AFTER INCIDENT: The counselor present for the injury/incident writes an incident report within 24 hours and submits it to the Director (see sample Accident-Incident Report).

INJURIES AND ACCIDENTS: NON-EMERGENCY

BEHAVIOR AND DEMEANOR: Stay calm.

CLARITY AND SIMPLICITY: Make certain your instructions are very clear to staff and campers with you.

EVALUATE: (a) is medical staff needed immediately OR (b) is the injury minor

MEDICAL ASSISTANCE NEEDED ONSITE: Send a counselor to get the doctor and/or nurse immediately. If a walkie-talkie is available, call for medical assistance.

MINOR INJURY/CONDITION: If it is a minor injury, escort the camper to Infirmary.

REMAINING STAFF: Remove uninjured campers to a safe location if needed.

MEDICAL STAFF COMMUNICATIONS: Notify the Director of the situation .

RESPONSIBLE STAFF: Counselor present for injury/incident accompanies the injured person to the hospital with the camper's counselor (if the injured person is a camper), and one Head Counselor.

AFTER INCIDENT: The counselor present for the injury/incident writes an incident report within 24 hours and submits it to the Director (see sample Accident-Incident Report).

Out-of-Camp Emergencies

INJURY OUT-OF-CAMP

BEHAVIOR AND DEMEANOR: Stay calm.

MINOR INJURY/CONDITION: Use the first aid kit located in the vehicle, take care of the injury, return to camp.

SERIOUS INJURY/CONDITION: Call 911 if necessary. Call camp and apprise Director and/or medical personnel of the situation.

STAFF ROLES AFTER INJURY:

- A second counselor will stay with uninjured campers or counselors until they can be safely returned to camp.
- The leader of group will stay with injured party.

RESPONSIBLE STAFF: Counselor present for injury/incident accompanies the injured person to the hospital with the camper's counselor (if the injured person is a camper), and one Head Counselor.

HOSPITAL: If the injured party is being taken to the hospital, an Admin Team member or support staff member will meet them at the hospital.

COMMUNICATIONS: A Director will call the parents with medical staff available to talk with them as well.

AFTER INCIDENT: The counselor present for the injury/incident writes an incident report within 24 hours and submits it to the Director (see sample Accident-Incident Report).

MISSING CAMPER OUT-OF-CAMP

BEHAVIOR AND DEMEANOR: Stay calm.

HEAD COUNT: Each counselor take a head count.

IDENTIFY: Identify the missing person.

CALL CAMP: The leader of group will call camp immediately

INITIAL SEARCH: The leader of the group will initiate a search of surrounding area; depending on how many campers and counselors are out of camp, one counselor must stay with the campers and other counselors will search in all four directions.

CAMPER NOT FOUND: After ten minutes of searching, if the person is not found the group leader calls 911. Call camp after calling 911; The Director or her designee will leave camp for the search area.

AFTER DIRECTOR ARRIVES: The rest of the group of campers and counselors will return to camp.

COMMUNICATIONS: The Director or her designee will call parents.

ACCIDENT INCIDENT REPORT

Please fill out the following for any accidents or injuries that occur with campers or staff during camp activities.

Name of Person Involved _____
Age _____ ☐ Camper ☐ Staff

Type of Incident ☐ Behavioral ☐ Accident ☐ Illness ☐ Other (describe)

Date of Incident/Accident _____ Time _____.

Describe the nature of the accident or injury, where it occurred and the steps taken (camper taken to infirmary, cottage, etc.)

Any equipment involved in accident? ☐ Yes ☐ No If so, what kind?

What could the injured have have done to prevent injury?
Counselor(s) present:

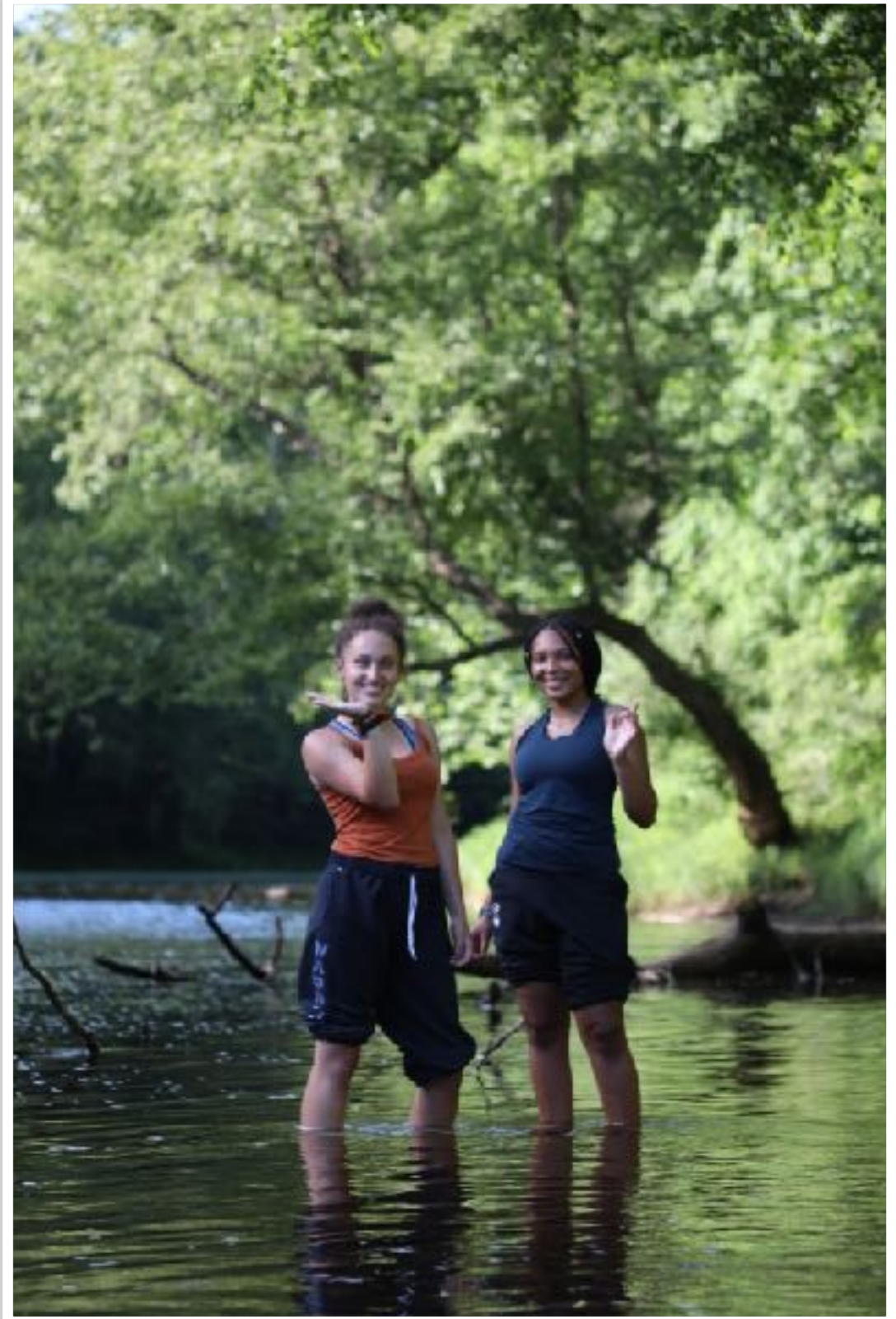
Ghany's Guide for New Counselors

Welcome new counselors to Camp Alleghany for Girls. As a new counselor you're about to step into a world that may initially feel quite unfamiliar. This is because camps often have a culture unique to them. Fortunately, with a little guide like this, and a couple of days on the job, you'll fit in and soon will be saying things like, "The new Johns," "over at Cowbell," and "She's a 4-Year..."

So in this section you'll learn the lay of the land at camp — literally — understanding where things are, like buildings and activity areas. You'll learn our way of dining, doing laundry, and handling health issues. We'll talk about mail, unique 'Ghany names, our activities both day and night, and who people are.

You'll come to know our awards, special traditions, and color teams. You'll get a sense of daily and special schedules, where you need to be, and required duties outside of your activity areas.

For Junior Counselors, though you may know some of this from being a camper, some will still be new to you through the eyes of a counselor.



Where is it?

CAMP BOUNDARIES

Please refer to the Maps section of this Handbook if you are not familiar with Camp Alleghany's grounds. Before we name our buildings and places, we want you to be familiar with where campers are allowed to be within the entire scope of our facilities and property:

NEVER OUTSIDE OF ACTIVITIES: The areas that are strictly off limits to campers when activities are not in session are: the river, Crystal Creek, the Swimming and Canoeing areas, and the Rifle and Archery Ranges. Campers must not travel the path past the Canoe Hut to the Swim Docks/Archery area, must not pass the Canoe Hut toward the river at the Canoeing area, must not pass the field next to the Play Hall, and must not pass the Store area unless with a counselor for a designated activity.

NEVER EVER: The areas that are strictly off limits to campers AT ALL TIMES are: the Barge area, the Shop, Support Staff living quarters, the Counselors' Lodge.

ALLEGHANY'S FACILITIES

TENTS: Alleghany houses 70 tents, 35 in Junior Camp and 35 in Senior Camp. Each tent has a raised, wooden platform floor with canvas ceilings and walls. An extra tarp rests on top to keep the campers dry in the rain and cool in the sun. The tents hold five beds, one table (called a washstand), and two hanging shelves for storage. Each tent also has its own clothesline in the back. Four campers and one counselor fit comfortably in one tent.

COUNSELORS' LODGE: The Counselors' Lodge is the first building that a person encounters upon entering camp. The building has two large rooms, one side is for Banquet preparation and planning, and the other side is used by the counselors for meeting, planning, and relaxing during Free Time. This building is off-limits to campers, and may only be used by counselors during designated times.

COWBELL ALLEY: Next to the Counselors' Lodge is Cowbell Alley, a row of rooms where the camp doctor and other camp support staff reside.

APPLE TREE: The pair of trees located in the middle of the field between the Counselors' Lodge and Unit 1 of Senior Camp. Adjacent to the trees is the campfire site, where weekly Campfire is held on Thursday evenings. We sometimes meet in this field area that we call "under the apple tree" for daily or Evening Activities, or Thursday lunch.

THE INFIRMARY: Across the road from Cowbell Alley is the Infirmary. It has a main waiting / kitchen area plus 3 rooms: one for examinations, one used as a sick room for campers and counselors when necessary, and the third is the nurses' living quarters.

OFFICE: Next door to the Infirmary is the main office building, which houses 4 offices, a work room, a conference room, and a reception/kitchen area.

STORE/POST OFFICE: On the the bottom floor of the Office is the Store and Post Office space, which is open to the campers twice daily. Clothing and basic necessities are available for purchase, as well as stamps.

THE COTTAGE: Down the road from the Office/Store is a set of stairs, at the top of which is an old farm house called the Cottage. This building houses the Directors' living quarters through the summer.

DINING HALL: Directly across from the Cottage is the Dining Hall, one of the original camp buildings. It has a modern kitchen where the meals are prepared, and two separate dining rooms, one upstairs for Junior Camp and one downstairs for Senior Camp. Leading up to the Dining Hall is a path called the Goat Path that begins at the Play Hall.

TENNIS HUT/TENNIS COURTS: At the bottom of the stairs is the Tennis Hut, which houses racquets, balls, and equipment for the Tennis department. Just across the road are the 6 tennis courts.

SENIOR CAMP: The Tennis Courts are surrounded by Senior Camp, 4 rows of tents that house campers ages 13-15 and the Leaders-in-Training.

BUNK HOUSE: Located between Senior Camp tent numbers 18 and 19 is the Bunk House, a cabin that serves as the home and office for the Head and Assistant Head of Senior Camp.

THE HEN HOUSE: Directly across the Tennis Courts from the Bunk House is the Hen House, which functions as office space for the Head Counselors and Media Team, as well as houses an extra bedroom/bathroom.

DRY ROOM: Next to the Hen House is a two-room cabin called the Dry Room. One side is for the campers and counselors to hang their nicer clothing, and the other side is the Mini Camp storage room.

SNACK SHACK: Next to the Dry Room is the Snack Shack. The Snack Shack is a meeting place for daily snack breaks and stores/serves fruit all day as well as Milk and Cookies in the evenings.

WILD WORLD/ROPES HUT: Just up the road from the Snack Shack is the Wild World Hut. This cabin is a meeting place for Wild World activities and also stores Wild World and Ropes equipment.

BATH HOUSE: Across the road is the Bath House. The front portion is the Johns, with toilets and sinks, and split in half with one side for Juniors and one side for Seniors. Sinks for brushing teeth (“troughs”) are located on outside of this structure. Showers extend off the back of the Johns, 20 on the Senior side and 20 on the Junior side.

PAVILION: Located next the Bath House on the Senior side is a large greenhouse structure used as a rainy day shelter or shady space for activities.

OLD JOHNS: On the other side of the Pavilion are the Old Johns, the original non-flushing toilets at camp, which are no longer in use. Exterior sinks are available for hand washing, teeth brushing, or washing camper water bottles.

PLAY HALL: Across the road from the Johns between Senior and Junior Camps, overlooking much of camp, is the Play Hall. Another original building at camp, it is a large assembly room with rows of chairs, benches, a fireplace, and a stage at one end. It holds all campers and counselors at one time, and it is where our daily morning Assembly is held, as well as other various all-camp events such as Evening Activities or rainy day games. Attached to the back is the Greenroom where costumes, props, and sets are stored. Both the Drama and Dance department productions are performed in the Play Hall.

SPORTS & FITNESS HUT AND FIELD: The field behind the Play Hall is designated for the Sports & Fitness department. A cabin at the end of the field houses all the equipment for this department.

ARTS & CRAFTS LODGE: Located just beyond the Play Hall on the back hill is the Arts & Crafts Lodge. This building has a large room designed for art projects such as sewing, beadwork, woodworking, painting, drawing, etc. The back porch houses a kiln that’s used for pottery projects.

LIT LODGE: Just past the Arts & Crafts Lodge is a building for the Leaders-In-Training (Term Camp Only) to use for work as well as leisure.

RIFLE RANGE: Just up the hill from the Arts & Crafts Lodge is the Rifle Range. There are 16 firing points on the lower range, each with a target rack on a rope pulley so that targets can be reeled in and out.

RIFLE HUT: All firearms and other equipment are stored and locked in the Rifle Hut building when not in use. Ammunition is stored and locked separately with a separate lock and key.

THE COOP: Behind the Rifle Hut is a two-room cabin with a bathroom in the middle set up as living quarters for two Admin Team members, and has a large deck for rainy day camper use.

UNCLE BILL’S CABIN: Across the road from the Coop is a 4-bedroom, 2-bathroom cabin for support staff.

VESPER HILL: Our traditional Sunday night Vespers is held on this hill, which overlooks Junior Camp.

TWIN TULIPS: At the top of the mountain above Vesper Hill is a clearing and a campfire site, accessed by a hiking trail the begins behind the Cottage.

JUNIOR CAMP: Down the hill from Vespers is Junior Camp, 4 rows of tents that house campers ages 7-12, as well as a playground area.

HICKORY HUT: Located at the corner of Junior Camp at the corner between tents 5 and 6, the Hickory Hut is home for the Head and Assistant Head Counselors of Junior Camp.

CANOEING HUT: This cabin is located at the end of Unit 2 in Junior Camp on the river side. It is the storage building for the canoeing equipment.

CANOE DOCKS: Just down the hill from the Canoe Hut is a rock stairway. On either side of this stairway is where the canoes are stored when not in use, and at the bottom of the hill are the canoe docks.

ARCHERY HUT: Located just beyond Junior Camp are the Archery Range and Archery Hut. All equipment for the Archery department is kept here.

SWIMMING HUT: Located next to the Archery range facing the waterfront area, this cabin houses swimming equipment.

STORAGE BUILDING: Located beside Archery but well away from camper access is a large storage building. It houses the bed frames and tent floors during the winter.

PURPLE PALACE: This cabin serves as the Counselors’ Lodge and meeting place for the Junior Counselors (JCs). They meet here three times per week for their counselor training and leadership class, as well as to plan activities and events. What is inside remains a secret to all campers, no one goes inside until they have been initiated as a JC. Please do not talk about the inside of the Palace with campers.

DORCH: A combination of a deck and a porch next to the Hickory Hut, used as a meeting space or a place to enjoy the view of the river.

ROPES COURSE: Beyond the Purple Palace down a wooded path are the 12 elements that make up the Low Ropes Course.

BRUNSWICK: At the end of the wooded path is a clearing and a campfire site. This is a popular site for cookouts and overnights. There is also access to the river.

WATERFRONT: The Waterfront refers to three docks on camp’s riverside bank:

- The Barge/Boat Dock where people enter and exit camp
- The Canoe Docks are where Canoeing classes take place
- The Swim Docks are where Swimming classes/Free Swim take place

CAMP UNIFORM

EVENING MEALS: White shirt and navy blue shorts (no cutoffs or denim)

SUNDAYS: White shirt and white shorts 10am – 5pm

STAFF UNIFORM ON OPENING DAYS: Navy staff shirt and white shorts all day.

LIMITED FLIP FLOPS: Close-toed shoes are required at all meals, daily activities, and Evening Activities. You may wear flip-flops or open-toed shoes during the following times: Showers, Free Time on Tent Row (or quickly running to the bathrooms from Tent Row), and Lunch Under the Apple Tree.

OTHER CLOTHING RULES:

1. Everyone must wear long sleeves to breakfast.
2. Everyone must wear long pants and bring long sleeves to Campfire and Vespers.
3. Please see Dress Code rules on page 28.

PLEASE NOTE: Acceptable white shirts for dinner/Sunday may have a design or slogan on back, and small designs on the front pocket; nothing large on the front.

MEALS

Campers and counselors eat three meals a day in Alleghany's large Dining Hall. A counselor sits at each end of the table, serving family style.

The meals are well-balanced with a full salad and fruit bar offered at both lunch and dinner. Our professional kitchen staff ensures that each meal provides the nutrients necessary for the girls to thrive while at camp.

MEAL ARRIVAL ORDER

HOPPERS' ARRIVAL: Hoppers are called to dinner by a ship's bell; everyone else by the Alleghany bell.

COUNSELORS' ARRIVAL : Counselors may come in as they arrive but must wait to eat. Counselors must not congregate by the kitchen doors or enter the kitchen at any time.

CAMPERS' ARRIVAL: Campers wait for the second bell.

BLESSING: Before sitting down to eat, campers and staff will sing a blessing together.

TABLE SERVICE: Food is served family style with one counselor serving the plates and the second pouring drinks and scraping the dirty dishes at meal's end.

TASTE OR SERVING: All campers must try each food served, either a "taste" or a "serving," unless food allergies, dietary restrictions, or other medical needs dictate otherwise, and must have at least 1 serving of fruit or vegetables.

CALLING HOPPERS: All requests for the Hopper are made by the counselor only on behalf of the campers.

MANNERS: Proper table manners are expected and required! Take this time to teach your campers appropriate manners (please and thank you, etc.)

ANNOUNCEMENTS: All announcements will be made at meals when the campers are all together, at the end of the meal by a Director.

DISMISSAL: After announcements, have campers check under the table and on their seats for trash; campers must wait to be excused by the counselor at their table after announcements.

SPECIAL MEALS

Two meals per week veer from the normal routine:

- **SUNDAY NIGHT SUPPER:** Blues and Whites are not required.
- **LUNCH UNDER THE APPLE TREE: (LUTAT)** Thursdays a buffet picnic lunch is presented outside under the Apple Tree (on the Dining Hall porch in case of rain), with JCs in charge. Both campers and counselors are expected to clean up their own trash. This can also be held as a dinner **(DUTAT)**.



HAPPENINGS AND EVENTS

ASSEMBLY: This is the whole-camp meeting between breakfast and the first activity period Mondays through Saturdays. It begins with a short devotion led by Midways. The Assembly format is: devotions, announcements (including Blue/Gray scores), singing of fun “Assembly songs,” followed by Blue/Gray singing.

CHURCH: Nondenominational Christian service held on Sunday mornings.

Parents opt their campers in or out of this during their paperwork before camp. Non-Christian campers and counselors are excused from the Christian service, but are supervised by a counselor at an alternative reflective activity. For counselors, attendance is encouraged at church. Otherwise they’ll help facilitate the alternative reflective activity which has the same message as the church message that day. Support staff is welcome to join any of these options.

EVENING ACTIVITIES: All-camp activity after dinner each evening, usually beginning around 7:30pm. Includes Campfire, Vespers, Blue/Gray Competitions, as well as other events, games, or dances. All campers are required to attend, and counselors are required to attend certain ones.

FLAG RAISING/LOWERING: Every day during the morning and evening, we pause to honor the American flag being raised or lowered. Attendance is required by all campers and counselors.

STAFF MEETINGS: Held outside (or in, if raining) the Counselors’ Lodge on Wednesday mornings during Assembly. All counselors are required to attend. The purpose is to discuss concerns and disseminate information.

FREE SWIM: Period of time when all campers who wish to swim in the river may do so under the supervision of the Head of the Waterfront and lifeguards. This is usually held during the 12pm or 5:00 p.m. tent time / free time, weather-permitting. The Head of the Waterfront will organize the Free Swim schedule and lifeguard schedule. Counselors on Patrol must attend for extra help and supervision.

LUNCH UNDER THE APPLE TREE: Picnic-style lunch on Thursdays served near the apple tree. Drinks are provided at the Store, and campers may bring something to sit on. All campers and counselors are responsible for disposing of their trash afterward.

MILK AND COOKIES: Each night except Thursdays and Sundays, Milk and Cookies are available for campers before Taps. Junior Camp Milk and Cookies attendance is required for all campers, and is held either in the Play Hall or at the

Pavilion. In Senior Camp, it is held at the Snack Shack and is optional for campers. Patrol is responsible for setting up and cleaning up afterwards.

SNACK BREAK: Optional snack occurring twice a day Monday – Saturday at 10:00 a.m. and 4:00 p.m. at the Snack Shack. All campers and counselors may attend if they wish.

CAMPFIRE: Traditional Thursday night Evening Activity held at the campfire site near the apple tree. The evening begins with a presentation in front of the campfire, and follows with songs. Counselors are encouraged to sit with their tents during this time, and be respectful of the traditions and songs.

VESPERS: Traditional Sunday night Evening Activity held on Vesper Hill near the Rifle Range. The evening begins with a presentation, followed by singing and reflection. Counselors are encouraged to sit with their tents during this time, and be respectful of the traditions and songs.

RAINY DAY ACTIVITIES: Special activities planned by departments for rainy days. The Program Director will work with each department to create a rainy day plan. The activities must be creative and fun to keep campers interested. Writing letters and reading books are NOT appropriate rainy day activities!

BELLS AND BUGLES

REVEILLE: First bugle in the morning at 7:30am to wake camp up.

SNOOZE ALARM: A song via loud speaker at 7:40am to wake Senior Camp.

HOPPER BELL: Higher-pitched bell signaling meal time for Hoppers (approximately 45 minutes before the meals).

MEAL BELL: Lower-pitched (louder) bell signaling meal time for campers and counselors. The first bell rings for everyone to come to the Dining Hall, the second bell rings for campers to come inside.

DEALS SONG: Song played at 9:05am reminding campers to put on sunscreen and signaling counselors to head to the Counselor Meeting at the Pavilion.

ASSEMBLY BUGLE: 9:15am bugle signaling Assembly, Monday-Saturday.

REST HOUR BUGLE: Starts at 1:45, ends at 2:50

CHURCH BUGLE: Sunday morning bugle at 10:25am signaling time for Church

EVENING ACTIVITY BUGLE: The bugle around 7:30pm every evening signaling time for the night’s activity.

JUNIOR CAMP 20 MINUTES: 9:20pm, all Junior Campers in their tents now for bonding/social/wind-down time with tent counselor and tentmates.

JUNIOR CAMP 5 MINUTES: 9:35pm, all Junior campers must be in bed with lights out.

JUNIOR CAMP TAPS/SENIOR CAMP 20 MINUTES: 9:40pm Junior campers must stop talking and go to sleep; Senior campers must be in their tents at this time.

SENIOR CAMP 5-MINUTES: 9:55pm, all Senior campers must be in their beds.

SENIOR CAMP TAPS: 10:00pm, Senior campers must stop talking, but may read quietly in bed with a flashlight at the counselor's discretion.

CHIMES: Donated in memory of Mrs. Hugh Worthington, the carillon, a musical instrument, is sometimes played after Senior Camp Taps over the loudspeaker.

4-YEAR INITIATION BELLS: Four bells rung at non-meal times to signal time for 4-year Initiation.

SPECIAL EVENTS

MINI CAMP BANQUET AND FINAL CAMPFIRE: Campfire held on the last night of Mini Camp to celebrate the week; includes a Mini Dance Show, Drama Show, and Alleghany Singers, in addition to a special candlelight ceremony.

BABIES' BOATS: Campfire held on the last night of 1st Term. Silver bowl awards are given out, 1st term Blue/Gray scores are announced, and a special riverside ceremony ends the evening.

CANDLELIGHT CAMPFIRE: The last campfire of the summer, held on the second-to-last night of 2nd Term. A special campfire site near Vesper Hill is reserved for this occasion.

BANQUET: Overseen by two Heads of Banquet that's held on the last night of 2nd Term in celebration of the whole summer's memories, accomplishments, and traditions. A special banquet meal is prepared with a theme, and an awards ceremony continues the festivities. Department awards, silver bowl awards, and camp spirit awards are given out. The JCs graduate in to full-fledged counselors, and the final Blue/Gray score is announced.

CARNIVAL: Held on the 4th of July and Christmas in July (July 25th) in the afternoon, in place of afternoon activities. Each counselor sponsors a booth and the campers enjoy the afternoon participating in various carnival events. All-camp Free Swim follows.

BLUE/GRAY COMPETITION

Blue/Gray is a long-standing Alleghany tradition that happens across the summer as well as across the years.

Blue/Gray events promote friendly competition and sportsmanship, following the principles of the Honor Code.

All campers are assigned to the Blue or Gray team, a member of which they will remain for life. They participate in Blue/Gray events throughout the summer in activities such as the Swim and Canoe Meets, matches in Rifle, Archery and Tennis, and in games including relay races, Capture-the-Flag, trivia contests and more.

The Blue/Gray tradition was begun in 1922 and a banner hanging in the Play Hall recognizes the winner of each summer.



OUR PEOPLE – ALLEGHANY'S FACES

The following explains all of the groups at Camp Alleghany. Each group has a unique color and holds special meaning to the spirit of camp.

STAFF

JUNIOR COUNSELORS OR JCS: A group of 17-year-old counselors who attended camp as 16-year-old Leaders-in-Training the previous year. Three times per week they take part in a special JC leadership development class designed to support them through their first summer as a counselor and build strong leadership skills. At the end of the summer they graduate into a full-fledged counselor.

COUNSELORS: Pink is the color that unifies all counselors regardless of age or experience. The “Pink Team,” as the counselors are known, is the backbone of camp.

TINGES: A group of counselors who were campers, went through the JC program, and then became a counselor, adding a purple "tinge" to their pink counselor color.

NCCCs (en see double sees): Stands for Non-Camper Counselor Club, comprised of counselors who were never campers at Alleghany. Their varied experience adds to the spirit of Alleghany, and they wear their orange with pride.

MAROONS: Counselors who were previously campers but did not go through the Junior Counselor program.

DAY CAMPER COUNSELORS: Counselors hired to care for the Day Campers in camp

GREEN TEAM: The camp maintenance staff. These gentlemen may wash dishes, mow the lawn, take out trash, row boats, and pole the Barge across the river, and help with general maintenance and repairs.

HOUSEKEEPING STAFF: The camp housekeepers who clean all buildings in camp and do camp-related laundry services.

KITCHEN STAFF: Comprised of our professional chefs as well as our kitchen support staff. Both kitchen staff and Green Team fall under the broader category of Facilities staff, supervised and managed by the Operations Coordinator.

SUPPORT STAFF: Alleghany's Doctors, Nurses, Head Hoppers, Store Managers, Post Office Managers, Office Assistants, Nannies, and Guest Counselors. They may fall in to the category of NCCC, Tinge, Maroon, or Pink depending on their past experiences at Alleghany.

GUEST COUNSELORS: Part of the support staff team, these are former counselors (age 20 or older) who work one or more weeks at camp; they help in the office, fill in during activities, and generally help wherever they're needed.

LEADERSHIP TEAM: This term refers to all counselors who hold the positions of Head Counselor, Unit Head, or Department Head. There are many other leadership positions at camp, but the main defining factor that separates the Leadership Team is that they are responsible for supporting, supervising, and evaluating other staff members.



ALLEGHANY'S TRADITIONS

AWARDS, HONORS, AND COUNTING SUMMERS

ALLEGHANY A: At the end of a camper's first summer, she's presented with a gray felt "A." Many campers sew this on a "patch pillow."

BLUE/GOLD STARS: Blue stars are presented to campers at the end of each summer after their first "Alleghany A." The A combined with the blue stars tally each summer a camper has attended Alleghany. For a camper's 6th summer she receives a gold star and is recognized as a 6-year camper during one Assembly.

BETH ANNE CLARK-THOMAS AWARD FOR OUTSTANDING COUNSELOR: Presented to one counselor at the end of the summer who has demonstrated outstanding leadership, exceptional character, a strong work ethic, and an extraordinarily positive attitude.

DEPARTMENT AWARDS: Given at Banquet by each Department to one girl who best exemplifies the spirit and skill of that department through excellence and enthusiasm.

HAZEL MINES AWARD FOR OUTSTANDING HOPPER: Given at Banquet by the Head Hopper to one Hopper per term who displayed the most positive attitude, sportsmanship, helpfulness, and friendliness while serving as a Hopper.

HONOR GIRL: Honor given to older Senior campers who exemplify the ideals of Alleghany, including sportsmanship, empathy, thoughtfulness, dependability, unselfishness, and humility. A secret committee chooses these girls, and the Head of Senior Camp will present them with this honor toward the end of the term after an Evening Activity. The Honor Girls will attend a special, secret initiation ceremony that evening.

PATCHES: Given to campers at the end of the term to signify participation in that activity during the summer. Special recognition patches are also given for campers who excel in particular areas within that activity. Campers add these to their patch pillows.

S. COOPER DAWSON, JR. AWARD FOR SPORTSMANSHIP AND

CITIZENSHIP: Given at the end of the summer to one Junior camper and one Senior camper who exhibit the qualities of sportsmanship, leadership, citizenship, and fairness.

GOLDEN OAK AWARD FOR OUTSTANDING LEADERSHIP DEVELOPMENT

AND PERSONAL GROWTH: Given at Banquet to one LIT who exemplifies the ideals of the LIT program, including service to others, a positive attitude, a strong work ethic, and exceptional personal growth in leadership and other areas.

SILVER A: Honor given to older Junior campers who stand out among their peers in their love for Alleghany, thoughtfulness for others, and exhibit that special camp spirit. A secret committee chooses these girls, and the Head of Junior Camp will present them with this honor toward the end of the term after an Evening Activity. The Silver As will attend a special, secret initiation ceremony that evening.

CAMP SPIRIT CUP: Awarded to one girl in each camp at the Banquet ceremony on the last night of 2nd Term. Chosen from the Silver As in Junior Camp and the Honor Girls in Senior Camp by counselor vote. Through these girls, the meaning of camp spirit shines (**NOTE:** *the campers don't know how this award is chosen; please keep this strictly confidential.*)

SILVER BOWLS: Given at the end of each term to a Junior and Senior camper each for Friendliest Camper, Happiest Camper, and Achievement.

SAFE INITIATIONS

4-YEAR INITIATION: Secret initiation for all campers who have been to camp for four years or more. Four dinner bells will sound to indicate the beginning of the initiation, and all campers who have been to camp four years or more will disperse to the initiation location.

14s INITIATION: Secret, special initiation for 14 year-old campers. **CAMPERS DO NOT KNOW THIS EXISTS** — it is the most secret event in all of camp. Do not discuss this with ANYONE. This is run by the Upstart Mom and will occur one evening without the other campers knowing.

JC INITIATION: JCs become official Junior Counselors, gain access to the Purple Palace, and receive all of their purple clothing items back at their JC Initiation. The Tinges (former JCs) execute this event, and hold several false alarms or "fake-out" initiations prior to the real initiation.

LIT INITIATION: Secret ceremony for LITs. **CAMPERS DO NOT KNOW THIS EXISTS.** Run by the Head of LIT and her Unit Head.

THE WELCOME SONG

The "Welcome Song" is sung on Opening Days to welcome campers into camp, or any time a camper or counselor would like to welcome someone to camp.

*It's a welcome we're singing to you today,
A bright merry welcome we all want to say.
We're glad you have come and we hope you will stay,
We'll all be so sorry when you go away!*

CAMPERS

MINI CAMPERS: Our younger campers (rising 2nd–rising 5th grade) who attend the one-week session called Mini Camp only once. Their color is tie-dye to represent all of Ghany's colors, as they learn the ropes and what all of Alleghany's colors and traditions mean.

JUNIOR CAMPERS: All campers housed in Junior Camp; campers in rising 2nd—rising 6th grades.

START-UPS: 12-year-old campers and the oldest campers in Junior Camp. Yellow is their color, and their leadership duties include making sure all the younger campers brush their teeth and get to bed on time, taking outgoing mail to the postmistress after Rest Hour, and leading songs at Milk and Cookies. The Junior Blue and Gray captains are Start-ups.

SENIOR CAMPERS: All campers housed in Senior Camp; campers in rising 8th—rising 10th grades.

MIDWAYS: 13-year-old campers who are in Senior Camp, midway between Start-ups and Upstarts. Their duties include flag raising in Senior Camp and morning devotions at Assembly. Their color is teal.

UPSTARTS: 14- and 15-year old campers, whose color is red. Upstarts serve as leaders and role models for younger campers and enjoy some privileges and responsibilities. An Upstart's main duty is to supervise a tent of younger campers at Rest Hour and bedtime when that tent's counselor has Time Off. This experience gives Upstarts a sense of responsibility, introduces them to a counselor's position, and allows them to form friendships with younger campers. Upstarts also have an important role in activities such as Campfires, Vespers, and a booth at each term's carnival. Upstarts enjoy the privilege of living in their own tent, with their counselor living next door. Once a term the Upstarts' are taken into town to enjoy an evening out at the local theater. Additionally, Upstarts have their own Upstart Activity Period, supervised by the Upstart Mom, where they develop leadership skills, discuss positive role modeling, share feelings and experiences, learn accountability and some counselor training, grow closer to peers, and have fun!

HOPPERS: Hoppers are Upstarts who elect to serve food at Meal Time in the camp Dining Hall. They dine earlier than the rest of camp so they may set the tables and serve food to the campers and counselors. They earn a small stipend, but may choose to count their hours towards community service. Interested Upstarts must submit a request in advance to participate in the program.

LEADERS-IN-TRAINING (LITs): This group of 16-year olds is not quite counselors, yet not campers — they are bridging the gap during this challenging, exciting, and unique 6-week program designed to boost their leadership skills, confidence, and character, in a fun camp environment.

FOUR-YEAR FIGARO FLIP-FLOPS: Girls who have been at camp for four years or more, and black is their color. This secret society adds a bit of mystery to camp since no one but the previous Four-Years knows what goes on the night of Four-Year Initiation except that it's a fun night of festive celebration of their four years at camp.

CAMPER COUNCIL: Group comprised of two representative campers from each unit and the Blue/Gray Captains in each camp. Council meets every Thursday under the Apple Tree (before or after lunch) to make suggestions on camp life and to handle grievances. One staff member guides the meeting and takes notes. The white mail box at the Post Office is designated as a camper suggestion box; camper council representatives will check this box prior to every meeting.

DAY CAMPERS: Campers who only participate in daytime activities and do not sleep in tents with the other campers.



You model our mission: naturally inspiring growth through honor, loyalty and friendship.

