



November 1, 2008

Dear future Counselor and Parents,

This letter and packet is being sent to inform and encourage you in becoming a volunteer counselor at St. Andrew's Spirit in the Pines Camp this coming summer. I have addressed this packet to you and your parents so that, they are aware of what becoming a counselor involves, and that they may guide you along the way as well as provide needed signatures.

Enclosed with this letter you will find:

2009 Counselor Application	2009 Counselor/CIT Health Form
2009 Volunteer Reference Form (2)	2009 Counselor Requirements
2009 Counselor Timeline of Events	2009 Weeks Available Form
2009 Counselor/Counselor-In-Training Responsibility & Code of Conduct Form (2 forms, 1 to keep)	

The application will need adult references. Please give them the Volunteer Reference Forms. You may also want to give them an addressed stamped envelope to make it more convenient for them. Also, please take your time and answer the application questions thoughtfully & completely. The application, reference form, health form, immunization record, insurance card copy, code of conduct form, & weeks available form should all be turned in to me or Melissa Williams by February 22, 2009. Applications will begin being accepted on December 17, 2008 and will not be accepted after February 22, 2009. **Everyone who completes a Counselor Application and fulfills all training requirements can assume they are accepted and will be a camp counselor or camp assistant as space permits.** Applicants NOT fulfilling all of the counselor requirements will not be considered for camp and will be promptly contacted.

Space is limited! Returning your application & other forms EARLY is strongly encouraged!

Please look over all of the information. If this will be your second summer as a counselor, you only need to attend the first and third counselor/CIT training sessions. First year counselors and counselors-in-training will still need to attend all three trainings. There is an added meeting on March 22 where everyone will receive their summer assignment. The Timeline of Events sheet will help you keep track of future meeting dates/places and due dates for the various forms. It is on the back of the Counselor Requirements sheet.

1st Year Counselor & CIT parents are strongly encouraged to attend an informational meeting to briefly walk through the new camp counseling/CIT process and to answer any questions. The 45 minute meeting will be held at 5:00 p.m. on Sunday, January 25, 2009 in the Fellowship Hall.

I know we are asking a lot of you, but the better trained & prepared you are to be a counselor, the better your enjoyment and experience will be (as well as the campers)! I sincerely hope and pray that you will accept this wonderful opportunity to learn counseling leadership skills and to share your gifts with the youth at camp. I guarantee an awesome and rewarding week at camp that will be the hi-light of your summer! Join the over 150 high school and college age volunteers at **SPIRIT in the PINES Camp this summer!**

God's blessings and peace,

Burke W. Hancer
Camping & Young Adult Minister

2009 SPIRIT in the PINES Camp

Volunteer Counselor Requirements

The requirements to be a Counselor at *Spirit in the Pines* Camp are essential for a positive and rewarding camp experience for all involved. They are designed to teach, train and to build community with the over 150 expected counselors and counselors-in-training representing several high schools and colleges.

- 1) Students must be currently in 11th, 12th grade, or college age to apply for being a camp counselor.
- 2) **Everyone** interested in being a counselor must fill out a Volunteer Counselor Application (first year), or Volunteer 2ND Year+ Counselor Application (second year and college age).
- 3) **Everyone** interested in being a counselor must have 2 Volunteer Reference Forms filled out by two adults. Ask a teacher, neighbor, employer, coach, etc to fill them out and return them to Burke Hancer.
- 4) Read and sign, along with your parents, the Counselor/CIT Responsibility & Code of Conduct Form.
- 5) Please complete the Counselor/CIT Health Form and include a copy of your immunization record and a copy of both sides of your insurance card.
- 6) **FIRST YEAR COUNSELORS:** Attend all three (3) of the Counselor/CIT Training Sessions. If a session is missed, please contact Burke Hancer and attend the make-up session on March 22, 2009.
- 7) **SECOND YEAR COUNSELORS:** Attend the February 22, 2009 Training Session with Pastor Rod & the March 15, 2009 Training Session. Your Report paper is due at the March 15th session.
- 8) Attend the Code of Conduct/Sexual Harassment discussion with Pastor Rod and fill out a SPIRIT in the PINES Counselor & Counselor-In-Training Background Check form. This meeting will be part of the regular February 22, 2009 Counselor/CIT Training Session and must be made up if missed.
- 9) First time counselors without CIT experience need to pay a 1 time training fee of \$95.00 to St. Andrew.
- 10) Attend the Counselor/CIT camp assignment meeting on Sunday, March 22, 2009. Summer assignments will be handed out at this time along with other important information.
- 11) **ALL COUNSELORS** are to attend the Counselor/CIT Retreat on April 18 - 19, 2009 at Spirit in the Pines. If missed, you must attend the Counselor/CIT Retreat make up on Sunday, April 26, 2009.
- 12) Have a personal interview with a member of camp staff or youth staff before **March 22, 2009**.
- 13) Complete and return all needed forms by their designated due dates:
 - Counselor Application, 2 Volunteer Reference Forms, Counselor/CIT Responsibility & Code of Conduct Form, Health Form, Immunization Record & Insurance cards, Weeks Available Form by **February 22, 2009**.

ALL Applications, Forms, & money are encouraged to be turned in EARLY to Burke or Melissa at St. Andrew!

- 14) Participate in at least six (6) High Life youth activities* at St. Andrew before your camp assignment.
- * These activities include; Live Wire (Every Sunday @ 6:00 p.m.), WNYG (Each Wednesday @ 8:01 p.m.), Recharge (Sundays after Live Wire), St Andrew choir or bells. Other activities include various retreats, trips, Mission trip, events, etc. throughout the year.

If you have any questions, conflicts, please contact Burke Hancer at bhancer@standrewlu.org, or W) 952-937-2776 x16, or C) 612-239-1212, or H) 952-831-3320
Remember: I can't help you succeed if you don't let me know what's going on!

2009 SPIRIT in the PINES Camp

Counselor & Counselor-In-Training Timeline of Events

<u>Important Dates</u>	<u>Scheduled Event</u>
December 17, 2008	Counselor & CIT Applications and all other forms are being accepted.
January 25, 2009	Counselor/CIT <u>parent</u> meeting at 5:00 p.m. in the Fellowship Hall.
February 22, 2009 Sunday	<u>ALL</u> Counselor & CIT Training 7:00 – 9:00 p.m. in the Fellowship Hall <i>This training is for ALL counselors and CIT's and <u>must</u> be made up if missed.</i> Pastor Rod Code of Conduct discussion Background Check Form handed out (All CITs and 18 year olds)
	<u>FINAL DAY COUNSELOR & CIT APPLICATIONS ARE ACCEPTED!!</u>
	Counselor/Cit Responsibility & Code of Conduct Form Due Counselor/CIT Health Form, Immunization Record, Insurance Card Due Weeks Available Form Due, \$95.00 CIT Training Fee Due
March 1, 2009 Sunday	1 st Year Counselor & CIT Training 7:00 – 8:30 p.m. in the Fellowship Hall
March 15, 2009 Sunday	<u>ALL</u> Counselor & CIT Training 7:00 – 8:30 p.m. in the Fellowship Hall 2nd YEAR COUNSELOR REPORT DUE Counselor/CIT Retreat details handed out
March 22, 2009 Sunday	Counselor/CIT Make up Training 4:30 – 6:00 p.m. in the Gym <i>If you missed one of the Sunday trainings, you <u>need</u> to be at this one!</i> Counselor/CIT Assignment Meeting 7:00 – 8:00 p.m. in the Fellowship Hall. Summer Assignment Cards handed out Other important information given
March 29, 2009 Sunday	Summer Assignment Cards are due back, or Burke has been called, e-mailed, or texted with your response (bhancer@standrewlu.org , 952-937-2776 x16, 612-239-1212)
April 18 & 19, 2009 Saturday & Sunday	ALL Counselor/CIT Retreat @ Spirit in the Pines Camp Cost: \$65.00 8:00 a.m. on Saturday through 7:00 p.m. on Sunday Final Summer Assignments handed out Counselor/CIT T-shirts handed out Counselor/CIT Commissioning during Live Wire
April 26, 2009 Sunday	Counselor/CIT Make up Retreat in the Youth Room. 8:30 a.m. – 1:00 p.m. @ St. Andrew Church <i>If you were unable to attend the first retreat, you <u>need</u> to be at this one!</i>
May 20, 2009 Wednesday	Counselor/CIT Final Meeting in the Gym Final large group meeting
June/July	Counselors & CIT's will meet with Melissa before their week of camp for final details.

If you have questions, conflicts with the above dates, etc please contact Burke Hancer at bhancer@standrewlu.org, or W) 952-937-2776 X16, or C) 612-239-1212, or H) 952-831-3320

St. Andrew's SPIRIT in the PINES Camp

Volunteer 2ND YEAR + COUNSELOR Application

SUMMER 2009

All college age & current high school seniors are eligible to be a counselor for a week or more. Everyone, who completes a 2ND YEAR + Counselor Application and fulfills all training requirements, will be a camp counselor or camp assistant as space permits

*Please return applications to Burke Hancer or Melissa Williams beginning Dec. 17, 2008
Applications will not be accepted after February 22, 2009.*

Personal Information

Name _____ Home Phone _____

Address _____ Cell Phone _____
(Street) (City, State) (Zip Code)

E-mail Address _____ Age _____ Birth Date _____ Male Female
(Circle One)

School Now Attending ('08 - '09) _____ Grade _____

St. Andrew Member? Yes No If no, where? _____ T-shirt Size _____
(Circle One)

Parent/Guardian Names _____

Personal Reference

List the two adult references that will be sending in the **Volunteer Reference Forms** for you. Remember that your parents and relatives cannot be used. Reference ideas are teachers, coaches, neighbors, employers, etc.

Name _____ Phone _____ Relationship to You _____

Name _____ Phone _____ Relationship to You _____

Personal Experiences

- 1) Please list your involvement at St. Andrew Church this past year.
- 2) List any special skills or talents you may have that can be shared at camp (guitar, art, life guarding, etc.)
- 3) What did you learn from being a counselor last summer? How can you use what you learned from last year to improve upon your counseling skills this year?

Space is limited! Returning your application early is strongly encouraged!



Volunteer Reference Form



SPIRIT in the PINES Camp, 13600 Technology Drive, Eden Prairie, MN 55344

Name of Applicant _____

Thank you for agreeing to serve as a reference for the above named counselor/counselor-in-training applicant. The applicant is applying for a volunteer position at SPIRIT in the PINES Camp, an outreach of St. Andrew Lutheran Church. Please give these questions and evaluations thoughtful consideration and answer them to the best of your knowledge. Your responses and comments will be kept in strict confidence and will provide greatly needed insight and information on the applicant's qualifications and character. We look forward in having those individuals whose personality and abilities will provide a solid basis for a successful and enjoyable experience working with youth for all involved.



How long have you known the applicant and in what capacity?

The applicant will be in a significant leadership role with 2nd to 9th grade campers in a variety of activities in a Christian camp setting. Have you seen this applicant work with children? What were your observations?

What do you see as the applicant's greatest strengths and greatest weaknesses as they pertain to being a camp counselor or counselor-in-training?

How does this person express and demonstrate her/his beliefs? Are they a positive role model?

How does the applicant relate to others (youth, peers, adults)?

Please rate the applicant on the following qualities. Feel free to add any comments.

Rating: 1 - Top 5%, 2 - Excellent, 3 - Good, 4 - Fair, 5 - Poor, 6 - Don't know.

❖ Personal Integrity & Honesty	①	②	③	④	⑤	⑥
❖ Maturity	①	②	③	④	⑤	⑥
❖ Dependability	①	②	③	④	⑤	⑥
❖ Responsible	①	②	③	④	⑤	⑥
❖ Considerate of Others	①	②	③	④	⑤	⑥
❖ Helpful & Caring	①	②	③	④	⑤	⑥
❖ Enthusiasm & Energy	①	②	③	④	⑤	⑥
❖ Works Well With Others	①	②	③	④	⑤	⑥
❖ Works Independently	①	②	③	④	⑤	⑥
❖ Communication Skills	①	②	③	④	⑤	⑥
❖ Ability to take direction & accept Criticism	①	②	③	④	⑤	⑥

Would you want this applicant to care for and lead your own child at camp?

Do you know of any reason this applicant should NOT work with children at camp?

*Please sign this form after completing both sides and mail it to the address on the bottom of this page.

NAME _____ Phone # _____

SIGNATURE _____ DATE _____

Mail Reference Form to: Burke W. Hancer
 St. Andrew Lutheran Church
 13600 Technology Drive
 Eden Prairie, MN 55344

Phone: 952-937-2776 x16
 FAX: 952-937-2777
 E-mail: bhancer@standrewlu.org



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❖ Responsible	①	②	③	④	⑤	⑥
❖ Considerate of Others	①	②	③	④	⑤	⑥
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❖ Works Well With Others	①	②	③	④	⑤	⑥
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 Eden Prairie, MN 55344

Phone: 952-937-2776 x16
 FAX: 952-937-2777
 E-mail: bhancer@standrewlu.org

2009 Spirit in the Pines Camp

Counselor/Counselor-In-Training Responsibility & Code of Conduct

Counselors and counselors-in-training are relied upon with a great deal of responsibilities. You are responsible for the well being of the campers, keeping them safe, having fun, and helping them connect with each other and with God. You have a tremendous influence with the campers! Your actions in the community reflect not only on yourself, but also on Spirit in the Pines Camp and St. Andrew Church. It is extremely important then that you act in a positive Christian manner with the campers, the staff, and each other throughout the year. The success of Spirit in the Pines Camp and more importantly, the camper's experience of camp, depend on it!

PLEASE REVIEW THIS DOCUMENT WITH YOUR PARENTS AND HAVE BOTH OF YOU SIGN & RETURN IT.

Each counselor & counselor-in-training participant shall:

- Fulfill their counselor or counselor-in-training requirements including classes, retreats, applications, etc.
- Be a positive role model treating everyone with respect and compassion using kind words and actions.
- Inform the Camping Minister promptly of any difficulties or concerns they have with or about the campers.
- Conduct themselves in a responsible manner during transportation to and from camp. Provide guidance and leadership in supporting & assisting the bus drivers for a safe and positive experience for the campers.
- Dress appropriately (including modest 1 piece swimsuits) and excluding vulgar, alcohol/drug/tobacco, or sexually related clothing, etc.
- Participate fully in any and all camp activities with enthusiasm while encouraging the campers to join in.
- Respect each others possessions and personal space including to never enter cabins of the opposite sex.
- Observe all camp rules including lights out and remaining in their assigned cabins throughout the night.
- Respect the Spirit in the Pines facility and grounds by keeping it clean and encouraging campers to join in.
- Follow the leadership and direction of the Camping Minister and camp staff for a positive, rewarding, safe and fun camp leadership experience.

Three Strike Policy

I understand that any inappropriate and/or disruptive behavior or language will not be tolerated and will be handled quickly by the Camping Minister using the Three (3) Strike Policy. Disruptive behavior which would result in a strike includes, but is not limited to: inappropriate language, comments and/or dress, non-participation, being in a cabin of the opposite sex, uncooperativeness, combativeness, safety issues, not following the camp rules, etc.

- A first strike results in a 1 to 1 conversation with the Camping Minister.
- A second strike results in calling the parents and discussing at length the first two strikes.
- A third strike will cause the person to be sent home immediately and will forfeit any future camp weeks for the summer. There will also be a follow-up meeting with Pastor Rod, the Camping Minister, the counselor or counselor-in-training and their parents.

Spirit in the Pines camp is a designated peace site. Therefore, guns, knives, alcohol, tobacco products, fireworks, illegal drugs or anything that may be harmful to yourself or others is strictly forbidden and will result in all three strikes being given at once and the immediate dismissal from camp. In addition, extreme negative and/or inappropriate behavior will also result in three strikes at once and the immediate dismissal from camp.

I have read and will abide with this Counselor/Counselor-In-Training Responsibility & Code of Conduct document including the Three Strike Policy. I have also read the Counselor or CIT Requirement sheet and Timeline and understand the expectations asked of me and will fulfill them to the best of my ability.

Counselor/Counselor-In-Training Signature _____

Parent/Guardian Signature _____

2009 Spirit in the Pines Camp

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Please keep this copy for your records

2009 SPIRIT in the PINES Health Evaluation Form

Counselor / CIT / Staff

This Health Evaluation Form is **required** and should be turned in to Burke Hancer at the same time you turn in your Counselor/CIT Application. Please fill this form out completely including the "Consent for Non-Prescription Medications" and sign it. **A physical examination is required every 2 years. If your last physical was before June 1, 2007, you must see your doctor prior to attending camp.** A copy of the examination does not need to be included with this form. **A current copy of your Immunization Record must be attached.**

DATE OF CAMP WEEK _____

Participant's Full Name _____ M or F Age _____ Birth Date _____
(Circle one)

Address _____ City/State _____ Zip _____

Parent/Guardian _____ Phone (H) _____ Work/Cell _____
(Circle one)

Second Parent/Guardian _____ Phone (H) _____ Work/Cell _____
(Circle one)

Emergency Contact Person _____ Phone _____

Physician's Name _____ Phone _____

Clinic Name _____ Phone _____

Health Insurance Information

Insurance Carrier _____ **Group #** _____

Carrier Address _____ **Phone #** _____

Name of Policy Holder _____ **ID #** _____

Birth date of Policy Holder _____ *please attach copy of insurance card*

IMPORTANT: IN CASE OF MEDICAL EMERGENCY, I understand that the camp staff will attempt to contact my parent or my Emergency Contact Person. In the event that parents or Emergency Contact Person cannot be reached, I give permission to the Physician selected by the Camp Director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for participant, as named above. I understand that I am fully responsible for all payments incurred for such treatment. I also understand that Medical and Hospital insurance is not provided by St. Andrew Lutheran Church or SPIRIT in the PINES Camp. All information on this Health Evaluation Form is accurate and true to the best of my knowledge.

Activities at Spirit in the Pines may include, but are not limited to active outdoor games, swimming, floating raft, canoeing, boating, group building course, and off-site activities. All activities are staffed and supervised to ensure safety. I understand the risks involved in such activities, and give permission for my child to participate in all activities.

I also give permission for participant's picture to be taken at camp and used for promotional/keepsake purposes. I understand that participant's name will not be used in conjunction with the photo.

SIGNED _____ **DATE** _____

Parent or Guardian or Participant if age 18 or older
(Circle one)

(Over)

Date of Last Physical Examination _____

1) Does the participant have any allergies? Yes No
(Circle one)

Please list if "Yes" _____

2) Has the participant recently been exposed to any contagious diseases? Yes No
(Circle one)

Please list details if "Yes" _____

If participant has been ill, please contact Burke Hancer prior to attending.

3) Is the participant taking any medication which must be continued at camp? Yes No
(Circle one)

If "Yes", list medication(s) _____
(Attach a separate sheet if necessary)

The medication must be clearly marked with the participant's name and dose instructions in the original container. Any change to original instructions requires a signed note from the parent/guardian stating those changes. The camp health professional or camp director will dispense all medication.

For the safety of all Campers, Counselors and CIT's, and in accordance with Minnesota Department of Health Guidelines, medication must not be packed in luggage. All medications must be turned in at the check-in table at St. Andrew before departing for camp. It is not necessary to bring over-the-counter medications, as they are available at the camp Health Office. (See list of available medications below.)

6) Are there any health restrictions on the participant's activity? Yes No
(Circle one)

Please state details if "Yes" _____

7) Are there any health restrictions on the participant's diet? Yes No
(Circle one)

Please state details if "Yes" _____

8) Does the participant have any medical/behavioral/social problems the camp should be informed of? Yes No
(Circle one)

Please list details if "Yes" _____

If Asthma is listed, please fill out the "Asthma History and Treatment" form and attach it to this form. Visit www.standrewlu.org/camping/shtml to print a copy of the Asthma form.

9) Other information helpful to camp staff _____

Consent for Non-Prescription Medication

I hereby give SPIRIT in the PINES Camp permission to administer any of the following over-the-counter medication(s) that are checked. Medications will be dispensed in accordance with the directions for age appropriate use on the container. Please check all that apply.

_____ Acetaminophen (Tylenol)	_____ Ibuprofen (Advil)	_____ Sunscreen
_____ Cold Medication (antihistamine/decongestant)	_____ Cough Suppressant	_____ Cough Lozenges
_____ Tums	_____ Pepto-Bismol	_____ Imodium A-D
_____ Eye Drops	_____ Ear Drops	_____ Insect Repellent
_____ Benadryl	_____ Topical Itch Cream (Hydrocortisone)	_____ Poison Ivy Cream

Parent/Guardian Signature _____ **Date** _____
or participant if age 18 or older

**Remember to attach a current copy of your Immunization Record
AND a copy of the Health Insurance Card, both sides.**

2009 Counselor Weeks Available

Please check each week you would be available to volunteer at camp. This doesn't mean you will get all of the weeks marked. This will allow Burke some flexibility for scheduling purposes. If too many people sign up for the same week, a fair method will be used to decide who goes. Every effort will be made to get you up to camp.

June 16 - 19 _____
3rd, 4th & 5th Grade

June 21 - 26 _____
6th & 7th Grade

June 28 - 30 _____
2nd & 3rd Grade

July 5 - 10 _____
8th & 9th Grade

July 12 - 14 _____
2nd & 3rd Grade

July 14 - 17 _____
4th & 5th Grade

July 19 - 24 _____
6th & 7th Grade

▲ ▼ NO CITs ▲ ▼

July 26 - 31 _____
8th & 9th Grade

August 2 - 7 _____
4th & 5th Grade

August 9 - 14 _____
6th & 7th Grade

How many weeks would you be willing to volunteer at camp? Again, this doesn't mean you will be assigned that many weeks. This will allow Burke some flexibility for scheduling purposes.

_____ Week(s)

Your Name _____ Phone # _____

Please return this form to Burke by February 22, 2009. Thank you for your interest!

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June 28 - 30 _____
2nd & 3rd Grade

July 5 - 10 _____
8th & 9th Grade

July 12 - 14 _____
2nd & 3rd Grade

July 14 - 17 _____
4th & 5th Grade

July 19 - 24 _____
6th & 7th Grade

▲ ▼ NO CITs ▲ ▼

July 26 - 31 _____
8th & 9th Grade

August 2 - 7 _____
4th & 5th Grade

August 9 - 14 _____
6th & 7th Grade

How many weeks would you be willing to volunteer at camp? Again, this doesn't mean you will be assigned that many weeks. This will allow Burke some flexibility for scheduling purposes.

_____ Week(s)

Your Name _____ Phone # _____

Please return this form to Burke by February 22, 2009. Thank you for your interest!