



Montana 4-H Center
FOR YOUTH DEVELOPMENT

Updated 2008

Recommended Practices for Summer 4-H Camp



**A Guide for
Extension Agents and Leaders**

Montana State University Extension

Mission

The mission of the Montana 4-H Camping Program is to enhance life skill development and contribute to the positive self-concept of youth campers and teen counselors/leaders.

Vision

The 4-H Camping Program provides an educational, experiential learning environment in the out-of-doors that promotes positive youth development and creates opportunities for enhancing teen leadership skills.

Recommended Best Practices

The Montana camping program recommends practices that apply to the health and safety of campers, emergency procedures, and standards for supervision. Administrative procedures that are addressed in other Montana State University policies and procedures are not repeated in this manual. Additional recommendations can be found in the *Survival Guide for Leaders at Camp* and Montana State University Extension and 4-H policy handbooks.



Table of Contents

| | |
|---|--------------|
| Introduction | 3 |
| 4-H Camping Mission and Vision, Recommended Best Practices | 3 |
| Site and Food Service | 5 |
| Equipment and Facilities | 5 |
| Off-Limit Areas | 5 |
| Possession and Use of Special Personal Equipment, Vehicles | 5 |
| Transportation | 5 |
| Emergency Transportation..... | 5 |
| Observation..... | 6 |
| Health and Wellness (HW) | 6-8 |
| Staffing | 6 |
| Absence of Health Care Supervisor..... | 6 |
| Medical Advisor..... | 6 |
| Facility and Supplies | 6 |
| Hospital - Emergency Facilities..... | 6 |
| Health Form / Health Screening..... | 6 |
| Release of Medical Information | 7 |
| Emergency Medical Care / First Aid | 7 |
| Self-Administered Medications | 7 |
| Routine Health Care..... | 8 |
| Operational Management (OM) | 9-15 |
| Hazards: Natural, Man-made..... | 9 |
| Utilities / Equipment Malfunction..... | 10 |
| Emergency Procedures..... | 10-11 |
| Alcohol or Drugs..... | 11 |
| Unauthorized Person | 12 |
| Missing Campers | 12 |
| Accidents and Illness | 12-13 |
| Emergency Management..... | 13-15 |
| Release of Campers | 15 |
| Possession of Personal Information | 15 |
| Human Resources | 15-16 |
| Standards for Supervision..... | 15-16 |
| Program Design and Activities | 16-18 |
| Behavior Management..... | 16 |
| Child Abuse..... | 16 |
| Staff Relationships | 16 |
| Goals of Camper Development..... | 17 |
| Specialized Activities..... | 17-18 |
| Program Aquatics | 19-21 |
| General Lifeguarding | 19 |
| Pool, Boating, Tubing, PFD Use and Safety Rules | 20 |
| Procedures for Near Drowning and Other Aquatic Emergencies | 20 |
| Ability Testing, Buddy System, Leader Look-Outs | 21 |
| Wheelchairs and Seat Belts..... | 21 |
| Program Adventure/Challenge | 21 |
| Supplemental Forms | 22-24 |
| A - Parental Consent Form for Self-Administration of Medicine | 22 |
| B - Leader Training Verification | 23 |
| C - Camper Release Form..... | 24 |

Site and Food Service

EQUIPMENT AND FACILITIES

Facilities will meet local health department regulations, where applicable.

Equipment used in the 4-H Camp program will be of good quality and of appropriate size and design for the participants. Equipment will not present an undue risk to the campers or leaders. It is not only the duty of the activity leader, but also the duty of all leaders to report anything needing repair to the camp director. If the condition of a piece of equipment presents an increased safety risk to the participants, the activity or use of the offending piece of equipment will be suspended until it is repaired or replaced.

Water Craft and Water Front will be equipped with U.S. Coast Guard-approved, vest-type personal floatation devices of a size suitable for the participants. These will be checked periodically for buoyancy and repair. All piers, floats, and platforms will be in good repair. When applicable, the water depth will be indicated by printed numerals on the deck or planking. It is recommended that safety railings be in place on all docks designated for fishing.

Pool and canoes should be locked when not in use. If these are found unsecured, the camp director will be notified. The director will also be notified if the pool house or shop is unlocked.

Archery equipment, firearms, and ammunition will be stored in a locked cabinet, building, or vehicle when not in supervised use.

Hand tools, hazardous chemicals, power tools, pool chemicals, and other items that could be expected to present a danger to campers will be in a locked building unoccupied by campers. Care will be taken during the use of such items to not leave them unattended. Hazardous chemicals will be handled as recommended by the manufacturer.

Vehicular traffic may need to use the paved roads in camp with all vehicles expected to obey speed limits and other transportation laws. Games and activities should not take place on the main roads and campers need reminding to watch for vehicles.

The Following Areas are Off Limits to Campers:

- Pool Pump and Storage Room
- Areas immediately behind Rifle and Archery Range
- Maintenance Shop
- Fuel Storage Area
- Kitchen and Other Food Preparation Areas

Possession and Use of Special Personal Equipment, Vehicles, and Animals

The policy on the possession and use of special personal equipment, vehicles, and animals is as follows:

- The 4-H camp will make a concerted effort to supply all needed equipment and supplies for the camp program. Campers and staff are encouraged to bring only clothing, toiletry articles, and a minimum of personal articles.
- All personal items or animals of campers and staff are the responsibility of the owner.
- The camp is not liable for damage to any equipment or personal belongings of campers or staff. Each person is responsible for his or her own property.
- Any equipment possessed by a camper or staff that may be hazardous to others is subject to removal from that person's possession and held by administration until the owner leaves camp. This includes the keys of 4-H members who drive their own cars to camp.
- Personal vehicles are the responsibility of the owner.

Transportation

Life Threatening Emergency: call 911 (if phone service is not available, camping groups will have an alternative emergency notification procedure in place and review it regularly)

Emergency transportation will be available at all times. When campers are away from the camp, emergency transportation and communication will be maintained as close to the group as possible.

All staff members and leaders must constantly observe campers for signs of problems. Any health problem or injury should be made known to the camper's agent or adult leader. The agent and health care assistant will evaluate the problem and decide appropriate treatment. All treatment is to be administered by the health care assistant or designee according to American Red Cross guidelines. If situations arise that require more than basic first aid, the parent will be consulted, if possible, to discuss the course of action for the child. Any child transported to medical care will be accompanied by a 4-H agent and another leader (may be a teen leader) of the same gender as the camper.

Health and Wellness

Staff

A health care professional holding a current Montana license or certification in First Aid and CPR by the American Red Cross or other nationally recognized program should be present at each camp. This individual will be on the camp site daily when resident campers are present and will serve as the health care supervisor. In addition, other designated trained adults will assist the health care supervisor. A person certified in CPR/First Aid will also be present at all swimming or boating activities (this individual might also serve as lifeguard).

Upon the arrival of campers, the health care supervisor or designee will check health forms to be certain they are complete and take notes of any special medications or instructions. The health care supervisor will assume responsibility for carrying out all first aid requirements by following the procedures identified on the health care plan.

Absence of Health Care Supervisor

All extension staff and adult leaders will follow the American Red Cross Standard First Aid guidelines and procedures.

Leaders will be notified of special conditions of campers (allergy medications, etc.) and shown the proper techniques to handle these conditions. The Health Supervisor will designate a replacement to fulfill his/her responsibility should he/she be absent from camp. All leaders and staff will be aware of this change.

Facility and Supplies

It is recommended that an infirmary area used for the treatment and isolation of campers, as necessary. A restroom and a refrigerator or cooler for medications requiring refrigeration should be easily accessible. All equipment and supplies will be furnished by the camp or purchased from appropriate sources. Campers in the infirmary area will be supervised by the health care supervisor and/or assistant. A staff member or volunteer leader will always be in earshot of the sick camper.

Hospital / Emergency Facility

In the case of an emergency, treatment will be sought at the designated hospital. Parents will be notified according to the statement on the health form.

Health Form

Each camper, leader, and staff member is required to have a completed health form upon arrival at the county meeting place prior to departing for camp. It is completed immediately prior to camp. A parental signature and authorization is required for emergency treatment. The collection of insurance information is also deemed to be critical in facilitating medical treatment. All records of medical treatment will be kept in the medical log. These records will be kept for a period of **13 years** or more or until the youngest camper has reached the age 25.

Parents or guardians will also be consulted on or before the date of departure to verify unusual health related information on the **Health Form**. Special notes will be made of any allergies, medications, or pertinent conditions related to the child. Prescribed camper medications will be stored in proper pharmacy containers with patient information and dosage directions (see Non-Prescription and Prescription Medication page 7). These medications will be collected and given to the camp health care supervisor to be properly dispensed at camp (see Self-Administered Medications Pg. 7 for guidelines).

Health Screening

The physical condition of each child will be screened by an authorized person at the designated departure site on the day of departure. Parents will be notified in writing, prior to departure for camp, that this procedure will take place.

Release of Medical Information

Medical information may only be released to adult leaders by the health care supervisor when it is deemed necessary for the health and safety of the child and is to be kept private. It may include such things as bed-wetting, sleepwalking, severe allergies, or medical emergencies that may arise.

First Aid will be administered as deemed necessary by those qualified to do so. These persons should be certified in First Aid by the American Red Cross or other nationally recognized program. First Aid supplies will be kept in a secure location. A daily log, written in ink, will be kept of all treatments. All treatments will be administered according to the standing orders of the physician. Accidents needing professional services will also be reported and kept on file.

Emergency Medical Care

Emergency medical care will be administered by a licensed facility. Licensed physicians and nurses will be on staff at this facility. If necessary, patients will be transported by an emergency rescue vehicle. For life threatening emergencies, **call 911** and give as many details as possible. Someone should be posted at the camp gate to direct the emergency vehicle to the victim. Parents will be notified by the Camp Director or health care supervisor. The health form will accompany the individual to the facility. Written records will be kept and filed with the insurance company.

Self-Administered Medications

If under exceptional circumstances, a child is required to take a non-prescription or prescription medicine while attending 4-H camp, and the parent cannot be at camp to administer the medication, he/she will be encouraged to self-administer medication under adult supervision. **The health care professional, or designated adult** will assist in self-medication by the camper under the following guidelines:

- Identify campers needing assistance with self-administration as recorded on the health form.
- Inform appropriate camp personnel of the medication to be self-administered.
- Keep all medication in a secure location, except medication retained by a child per physician's orders (inhalers for asthma, Epi-pens for allergies etc.).
- Distribute the recommended medication to the child per written dosage and directions.
- Keep an accurate record in the Health Care Log of self-administration of the medication.
- Return unused portions to the parent or guardian.

The camper role in self-administered medications will be to:

- Make every effort to report on time to the designated location for the dispensing of medication.
- Understand that failure to cooperate could result in being asked to leave the camp facility for health/safety reasons.
- Understand that if he/she is asked to depart from camp for medical reasons, parents will be expected to provide immediate transportation and a refund of camp fees will not be given.
- Promptly report any unusual health symptoms to the designated health care staff member.

Regulations for All Medications

Medicines must be delivered to the County Extension Office, or camp registration location, in person by the parent/guardian of the child or designated responsible adult. They will be kept in a secure location unless the medication must be retained by the child for immediate self-administration of medication (i.e., children with asthma, allergies etc.). The parent/guardian must submit a signed written request that the medication be given during 4-H Camp (see *Supplement A Consent Form for Self-Administered Medication*).

Non-Prescription Medications will be unopened and have the manufacturer's original label with ingredients listed. The container will have the **name of the child affixed to it.**

Prescription Medications must be given to the designated health care supervisor in the original pharmacy-labeled container which displays the following:

- **Name of the child**
- **Prescription number**
- **Name of medication**
- **Date prescription was filled**
- **Name of licensed prescriber**
- **Name, address and phone number of pharmacy**
- **Dosage and directions including route, time, frequency and special instructions (if any)**

Upon returning from camp, the parent or guardian will be responsible for removing any unused medication from the County Extension Office. If not removed, the medication will be disposed of in an appropriate manner.

Routine Health Care

The individual cabin leader is responsible for monitoring the personal hygiene of his/her campers. Daily medication will be dispensed by the health care supervisor. Cabin leaders should be made aware of campers with special medical or health care needs. All instances requiring first aid or any medical treatment will be recorded legibly and accurately, in ink, in the medical log.

Presence of bodily fluids (disposable gloves should be worn)

Contaminated wastes will be disposed of in special containers located in the infirmary and other designated places. Proper first aid techniques should be used to treat all injuries. Procedures for disposing of medical wastes should be cleared with appropriate university or county personnel.

Supervision of Camp Practices

Adequate supervision is initially the responsibility of the activity leader(s). The camp director is ultimately responsible for all activities. This same level of responsibility applies to all aspects of camp life. If bed-wetting occurs, every attempt will be made to maintain confidentiality. Sheets will be removed after everyone has left the cabin area and brought to the health care supervisor to be washed. If other situations occur that can't be solved at the local cabin level, the camp director will be notified.

Sanitation facilities, living accommodations, and grounds cleanup are primarily the responsibility of all campers and leaders. Facilities will be kept clean and free of debris. If problems arise, the camp director will be notified.

Homesickness can be contagious and will be dealt with immediately. Ways to combat homesickness include the following:

- Keep campers busy.
- Let campers be a special helper at a favorite activity.
- Give campers extra attention.
- Ask a teen leader or camper to be a special friend of the homesick camper.

Health Care of Camper When Away From Camp

All routine health care will be the responsibility of the health care supervisor. In cases where the camper will be away from the main camp during times medications are given or treatment is to be administered, the supervisor will give instructions for that treatment or medication to another leader to carry out. First aid will be administered by the health care supervisor or designee, unless in an emergency. All staff members will be oriented to the basic fundamentals of first aid and in the case of an emergency, available staff should provide emergency treatment to the best of his/her ability.

Reporting

All treatment will be reported to the health care supervisor immediately upon arrival at the main camp site so that injury and treatment may be recorded in the daily log. Accident reports must be completed for all injuries requiring professional medical treatment.

Operational Management

NATURAL HAZARDS

Insect Nests

Leaders should be on the look out for yellow jacket, red wasp, and bald face hornet nests. If insect nests are found, notify the camp director and stay away. **Do not disturb them.**

If a sting occurs, take the victim to the first aid room for relief. **Be aware that some people have a very severe reaction to insect stings. Notify agents immediately of all insect stings to campers.**

Wild Animals

Leave all wild animals alone. Wear long pants and hiking boots or tennis shoes when outside the main camp area. The chance of encountering dangerous wild animals is rare. **A wild animal that will let anyone approach it may be infected with rabies.** In the case of wild animal bites, try to have someone keep the animal in surveillance and notify an agent. Take the victim to the first aid room. Agents or the camp director will contact emergency authorities if necessary.

Snakes

There are limited poisonous snakes in Montana. Use a field guide to identify ones native to your location. If a snakebite occurs, stay calm and keep the victim calm. Try to identify the snake and proceed as appropriate, depending on the species.

Poison Ivy

Stay away from areas where plants are located. Campers and staff should wear long pants and socks when in wooded areas. Teach volunteer staff and campers to identify poison ivy and inform them of areas of infestation. If contamination occurs, wash the affected area immediately with soap and water. If a rash occurs, appropriate treatment should be given at the first aid room and recorded in the First Aid log book.

Wooded Areas

Occasionally a tree limb or tree will die. Dead limbs that are large enough to injure a camper and in areas frequented by campers should be reported to the Camp Director for removal.

Lake and Creek

Staff and campers should stay away from the lake and creek unless qualified staff is directing an activity. Everyone except the on-duty lifeguard must wear a personal floatation device (PFD) when in or on the lake, with the exception of organized swimming activities. In the case of an emergency, follow established procedures for Emergency at the Lake, page 20.

Extreme Temperatures

Be very observant of campers during periods of extreme heat or cold. All staff should be aware of signs of heat exhaustion, heat stress, dehydration, and hypothermia. Activities need to be adjusted accordingly for extreme temperatures.

Man-Made Hazards

The Following Areas are Off Limits to Campers:

- Swimming Pool Pump and Storage Room (when applicable)
- Areas immediately behind Rifle and Archery Range
- Maintenance Shop
- Fuel Storage Area
- Food Preparation Areas

Pool and canoes should be locked when not in use. If you find either of them unsecured, notify the center manager. Also notify the camp manager if the pool house or shop is unlocked.

Vehicular traffic may need to use the camp roads with all vehicles expected to obey speed limits. Games and activities should not take place on the main roads and campers should be reminded to watch for vehicles.

Rifle and archery range target areas and areas behind them are unsafe when the ranges are being used. Campers are not to be in these areas at any time when they are in use. Range boundaries should be roped off to discourage accidental entry into restricted areas.

UTILITIES AND/OR EQUIPMENT MALFUNCTION

Loss of Electric Power

Notify the Camp Director immediately. The power company will then be notified. In case of extended outage, arrangements will be made for food preparation and lighting.

Gas Leak

Notify the Camp Director immediately. He/She will shut off the gas at the main valve and then notify the gas company. Arrangements will be made for bathing and cooking.

Loss of Water Pressure

If there is a period with no water pressure, check with the Camp Director to be sure the water is safe for drinking when pressure is restored.

Power Tools, and Chemicals

Power tools and hazardous chemicals present a potential hazard. Leaders and staff who use such tools must make sure they are:

- Used in a safe manner and, if possible, when campers are not present.
- Not left unattended in areas where campers might congregate.
- Stored in the shop or storage areas which are off limits to campers and secured by lock when not in use.

EMERGENCY PROCEDURES

General Guidelines

If an event occurs which makes it necessary to provide on-site shelter, the 4-H Camp Director and Leaders are responsible for the following:

- Providing temporary shelter, food, and water.
- Posting contact information - accessible to Camp leaders and other Extension Staff.
- Notifying the proper MT Extension Administration.
- Restoring control and maintaining a safe environment.
- Making adjustments to air handling and water systems, based on the nature of the disaster.

If an event occurs which makes it necessary to provide on-site shelter, 4-H Agents are responsible for the following:

- Operating under the advisement of their Region Director
- Accounting for the campers present and their orderly dismissal as appropriate.
- Keeping records of how and when campers are dismissed.
- Direct supervision of all campers and leaders.
- Medical needs of all campers and leaders.

Fire

The 4-H Camp Director, agents, and leaders, will develop a fire plan which will be shared with all camp participants at the camp orientation. It is recommended that each cabin have a working smoke detector. Each cabin will operate as the basic unit and, before the end of the first day at camp, cabin leaders will do the following:

- Physically show fire exits and alternate exits.
- Establish a gathering point, an adequate distance from the cabin and out of emergency traffic patterns, where 4-H members and leaders gather during a fire to be counted and receive further instructions.
- Rehearse the fire plan with all campers.
- Have a written roster of all campers assigned to their cabins.

Each cabin leader will:

- Make certain that the cabin has a working smoke detector.
- Keep all exits unobstructed and free of discarded paper and other combustibles.
- See that the local fire department number is posted beside all telephones.
- Make sure that a cabin fire is reported immediately.

In the event of a fire, each cabin leader will follow these procedures:

- The occupants of that cabin and adjacent cabins will immediately assemble at their gathering point.
- No 4-H member will enter a burning building.
- Agents and adult leaders may enter only to make sure the building is clear of campers.
- If the cabin is occupied when a fire occurs, the agent/leader will be the last to leave after he/she is sure the campers have exited.
- The leader will account for all the people on the roster for that cabin and then take the group to a designated place to await further instructions.

Agents and leaders may re-enter the cabin only after the fire department makes sure the building can be safely entered. The Camp Director will proceed to get the camp back on schedule and the cabin group will be put in another shelter as soon as possible.

Tornadoes and Severe Thunderstorms

Precautions for both tornadoes and thunderstorms are quite similar. Since both of these storms are usually associated with, and preceded by, lightning - it is the first area of concern. The greatest dangers in storms are lightning, getting struck by wind-blown objects and/or strong winds. A person is safer from lightning inside a building. It is best to go to the ground floor in the center of a cabin and get under or between beds for additional protection.

Emergency Procedures for a Tornado or Storm are as follows:

- The Camp director should keep abreast of weather forecasts. Most storms happen in the afternoon or evening. Camp Directors should alert lifeguards and activity leaders of impending trouble.
- At the approach of a storm clear the lake, pool, ball field, and open areas and move all campers to buildings. Keep things calm. Be sure to tell all participants this is a precaution. Places of danger when lightning is approaching include: fences, flag poles, under trees, and open fields.
- Continue activities. If campers are confined to cabins, do rainy day activities, etc. Most storms pass quickly. Rain may be inconvenient, but without wind and lightning, poses little danger.
- Stay put until the storm passes. Call for help, if needed, but avoid the use of the phone during lightning storms. Phone lines may be down. (Police will be monitoring the storm's path and will soon be on the scene if the phone is dead.) Look and listen for people caught under fallen buildings. Provide first aid.
- Assemble at the designated gathering place and account for everyone. Dangers after storms include: glass, debris, upturned nails, splintered lumber, downed electrical wires, and people trapped under buildings.
- The Camp Director will notify the Regional Director and other leaders as appropriate.

Emergency Procedures for an Earthquake

- If inside a building, get under something sturdy, like a door jamb. Get outside in a clear open space as time allows.
- Keep campers (and staff) as calm as possible.
- Follow the same procedures as for the aftermath of a tornado.

Use of Alcohol or Drugs

Possession or use of drugs and/or alcohol is prohibited. Staff are informed through personnel policies and training. All prescription drugs brought into camp by campers and staff are kept in the possession of the health supervisor and locked up. (see Health and Wellness, pages 5-8 for other guidelines).

In the case of an accident with drugs or alcohol, seek medical help as appropriate. The county agents and regional staff will deal with cases involving campers, leaders, or agents. Discipline measures may involve firing, parental notification or other appropriate disciplinary procedures as stated in the Montana State University policy handbook.

Routine Checks on Campers

Camping groups should utilize the living group system with a minimum of one leader for each eight campers. The leader should account for each of his/her campers at least four times a day around mealtime and at bedtime. This need not be a formal roll call, but should consist of a quick check that campers are present and in good health. Campers may be tempted to turn up missing if they are embarrassed, socially rejected, or feel they were treated unjustly. Try to make all campers feel welcome and include them in all camp activities. Avoid panic as most lost or missing campers are often found to be late, sleeping somewhere or not paying attention to schedules.

Unauthorized Person on Camp Property

If an unauthorized person(s) is seen or thought to be on camp property, notify an extension agent or the 4-H Camp Director immediately. Do not attempt to handle it yourself.

Lost, Missing, or Runaway Campers

Occasionally a camper or teen leader will become separated from the group. When this happens a pre-planned search procedure helps assure that logic and reason prevail. Each 4-H Camp will have its own lost camper plan.

Missing Campers

Quietly begin a search. Start with the last known whereabouts of the camper. If you ask questions, don't suggest a camper is lost, merely say that you would like to see them. Check with friends or those scheduled in the same activity. Most people want to look for lost campers at the pool, lake, pond, or creek. These are unlikely places. You are more likely to find a missing camper in the cabin, under his/her bunk, or sleeping where a class or campfire was conducted. Among older campers, check with other leaders for a missing camper. Missing autos or leaders may indicate the camper is not lost, but intentionally out-of-place. This does not call off the search, but may give some hint of where to look.

The Camp Director, 4-H Center Director and Regional Department Head should be notified. These people will make up a management team to assess the situation and determine appropriate action. The less the other campers see or hear of the search, the less the camp will be disturbed. Within a reasonable time period, and when logical locations have been searched, the camper's parents must be notified. Be aware that police may tell you they will become involved only after the camper has been missing a specified length of time.

A missing camper plan should include an appropriate action to take upon finding a lost camper. Emotions and relief may overpower reason. Discipline the camper appropriately after you have rationally reviewed the circumstances.

Accidents and Sickness

The health and well-being of 4-H members is of the greatest importance and parents trust 4-H leaders with the care of their children. Children will have accidents and illnesses. The role of leaders is to make certain these incidents are met with kindness and caring attention. Prevent scraped toes and banged knees by making the camp environment as safe as possible and by proactively directing the behavior of the campers to lessen the chance of accidents and illness. Shoes are required at all times, except when swimming.

Minor Accidents

When caring for an injured camper, avoid contact with blood or bodily fluids. Wear latex gloves or, if in a remote location away from supplies, keep as much of an absorbent material between you and the wound as possible. All exposures to human blood and/or bodily fluids should be reported and filed.

All incidents or accidents for which any first aid is given are to be recorded in ink in the medical log located in the First Aid Center. Be sure that entries are complete. Agents or designated medical personnel should be the ones to make entries in the medical log. When first aid is rendered, those that receive first aid should be closely observed for signs of infection, etc.

Minor Illnesses

Prevention may be the best way to handle minor sicknesses, such as upset stomachs, headache, and poison ivy. Check the camper's health form prior to camp to learn of any allergies or potential reactions to bee stings, foods, or medications.

Some campers may bring medication from home that is necessary to take on a specific schedule. All medications should be given to the county extension agent. Refer to *Self-Administered Medications* on page 7 for additional guidelines. After the medication is dispensed, make a complete entry in the medical logbook as described previously.

Follow medical procedures and guidelines for standard first aid. Check with medical personnel for a list of the medications the camp may dispense. Follow package directions carefully.

Serious Accidents

The first concern for serious accidents is to stabilize the camper. Follow basic first aid procedures while the camper is in your care. Parents should be notified as soon as possible. Be careful not to unduly alarm the parent.

Complete an incident analysis. Be detailed and accurate. **Turn this form into the Camp Director before departing from camp.** Notify the Camp Director before leaving to seek treatment and upon return after the camper has been treated.

Serious Illnesses

If the camper is in need of professional medical aid, the following medical guidelines should be followed in seeking help:

- If the situation allows, call the parents before securing medical treatment. Otherwise, notify the parents as soon as possible.
- Be sure the occurrence is entered in the medical log.
- Explain to parents how medical bills will be processed, where to send the bills they receive, the amount of insurance carried by the camp, county etc.
- Check on the camper after returning home. Make sure parents know and understand any directions given by the doctor.

Emergency Management at 4-H Camp

Severe Emergencies could include the following:

- Accidents / Illness / Death
- Animal Control Emergencies
- Earthquakes
- Forest Fires
- Structural Fires
- Flood / Flash Flood
- Hazardous Material Emergencies
- Heat or Cold - Severe / Extended
- Law Enforcement Emergencies
- Lost Person
- Severe Wind or Thunder Storms
- Tornado
- Utility Disruption / Failure
- Winter Storm / Blizzard / Ice

If a crisis occurs, the camp director and county agents are key personnel. However, all leaders need to be familiar with emergency plans and procedures.

Planning

The best time to take care of a crisis is with thorough planning and organization before it happens. A well-designed crisis plan can help agents respond to emergencies effectively, reduce the tension and strain that a crisis creates, and save valuable time.

Crisis Communication Objectives should:

- Reduce the risk
- Contain the crisis
- Respond to the press

Camp Management's main concerns are to:

- Take care of casualties
- Control the damage
- Return to normal operation as soon as possible

Crisis Strategy:

- Establish guidelines for action
- Prepare individuals to act and respond
- Develop follow-up activities
- Be appropriate for the situation - see other sections of this manual for specific directions.

Organization

The Camp Director/Agent is in charge until the 4-H Center Director, Regional staff, or other administrative personnel can assume leadership. The 4-H Center Director or Regional Department Head may want to contact Montana State University legal council as soon as possible and, before a release of information to the press. If the crisis is a fire or storm that involves injury and requires medical attention, help should be summoned immediately.

Communications

One person will be designated to handle the following:

- Accounting for the campers
- Contacting Extension Administrators, Extension Agents, etc.
- Notifying parents or next of kin
- Preparing press releases and handling other inquiries
- Filing a full report to the university

Before communicating to anyone:

- Confirm the fact
- Keep a log of what was said and to whom it was shared
- Do not give oral or written statements as implying assumption or rejection of responsibility for the crisis
- Share facts of the crisis, as soon as sufficient information is assembled, with parents, local agents, and Extension administration

In case of a death or serious accident make sure one of the local Extension agents or an officer of the law delivers the message in person to the parents. Decline answering media questions until you have a chance to confirm the facts and check with the 4-H Center Director and Regional Department Head concerning any statement.

Emergency Procedures to be followed by the person(s) in charge at the scene of the accident:

- Give priority attention to providing all possible care for the injured
- Contact a doctor, ambulance, police and clergy as appropriate
- Contact administrators to report the emergency and to secure additional assistance.

A list of names with home and work phone numbers can found at the camp office for the following individuals:

- Regional Department Head
- 4-H Center Director

In the event of a fatality or other serious accident, always notify police. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have assumed authority. Refer all media inquiries (press, radio, TV) to the contact persons listed above.

These procedures may be prepared as a flier, leaflet, or wallet-sized emergency card. In addition to the above information, include the phone numbers of local police, fire, and ambulance. Post written emergency procedures in the camp's central office and make certain that names and phone numbers are kept-up-to-date.

Guidelines for the Camp Spokesperson

Take time to get the facts, even though you may be under pressure to communicate information as soon as possible. Make a careful analysis of the facts before communicating them. Play the devil's advocate with yourself and the rest of the crisis team. Consider questions such as: What will happen if we do this? How can further damage be avoided? How can we keep the situation confined?

Be cooperative and factual with the media. Take all steps to make certain the 4-H group is not accused of avoiding the media or withholding information. Emphasize the positive. You may be called on to give general information about 4-H, 4-H Camp, policy and standards, the number of kids at camp, etc. Expect and prepare for a difficult time. During a crisis, the press and public may demand more answers and action than can be prepared in a short time. Keep calm. A single angry outburst or hasty retort can be devastating.

Release of Campers

Agents should be aware of any campers leaving the camp. Children should not be allowed to leave the grounds unless a signed note has been given to the agent stating the child's name, who will be picking him/her up, and the specific time of departure. Keep detailed records of any child leaving camp for any reason.

The camp policy for the release of minor campers to persons other than the legal parent or guardian is as follows:

- Minor campers will not be released without specific written instructions from the legal parent or guardian.
- County agents will keep these records (see Release Form Supplement C).
- Verification of individuals picking up campers will be expected (ask for ID if you do not personally know the individual)

Verification of Absentees

The policy of 4-H Camps concerning the verification of "no-shows" is as follows:

- The County Extension staff will check with those that do not show up at the point of departure for camp to determine the reason for the "no-show."
- They will record reasons for "no-shows" and share them with the 4-H Camp Director.

Possession of Personal Information

Personal information of campers, including the health history and treatment authorizations, will not be given to staff members other than the Health Supervisor or Camp Director. Such information is considered highly confidential and will only be used by agents as needed. Exception to this policy is appropriate in the case of campers with severe allergies or life threatening conditions where all staff in contact with the camper should know of the condition in order to maintain appropriate observation of the individual.

The health history form will not leave the possession of the camp health care supervisor except in case of an emergency. If a group is taking an off-site trip, the Health Care Supervisor and Co-Director will determine if health forms should accompany the group.

Information about a camper's condition will only be released to counselors as needed. This may include problems that could arise such as bedwetting, sleep walking, or medical emergencies such as, allergies, seizures, and diabetic reactions.

Human Resources

STANDARDS FOR SUPERVISION

An experienced agent or volunteer leader will be appointed as Camp Director(s) for each camping session. He/she should have at least three years previous experience as an agent working with 4-H.

Volunteer Leadership

The 4-H Camping program is committed to the involvement of volunteer leaders. Volunteers should be aware that they are investigated for a history of child abuse and, particularly sexual abuse.

Camp leaders are advised to take certain precautions in self-protection when dealing with one-on-one situations. See *Child Protection* section of the *Survival Guide for Leaders at 4-H Camp* for guidelines. All adult leaders will complete a **Montana 4-H Volunteer Application Form**. This form will be kept on file in the county office.

Ratio of Chaperones to Campers

There will be a minimum of one leader for every eight campers. Because Montana teens have extensive chaperoning and programmatic responsibilities, it is strongly recommended that the ratio be 1 teen leader for every 4 campers and 1 adult for every 16 campers.

Teen Leaders

A teen leader is considered to be a 4-H'er who is 14 or above and preferably older. A youth is not considered an adult chaperon until he/she is 21 years of age.

Gender of Leaders

From any county in which males and females are in attendance, at least one leader of each sex should be present. The total number of adult leaders should be in the same gender ratio as the campers. Every effort should be made to house leaders in the cabin with the boys or girls they chaperone.

Leader Selection

It is the policy of MSU Extension to employ persons regardless of discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Montana State University is committed to the idea of "strength in diversity." All leaders are encouraged to help campers understand and appreciate individual differences. Every effort will be made to make all members of the camp community feel wanted and important and to help individuals understand the process of being a functioning, contributing member of society.

Program Design and Activities

BEHAVIOR MANAGEMENT

It is the policy of the 4-H Camping program that children can and will be disciplined constructively. **Corporal punishment is never considered to be an acceptable form of behavior management.**

Leaders are responsible for the behavior management of campers in their care. If the steps they take do not solve the problem, they should bring the camper to an agent who will try to resolve the problem.

Discipline measures with problem campers should be documented. If repeated situations occur and positive behavior management techniques do not work, it is up to the discretion of the county 4-H agents and Camp Directors to call parents and request that they pick up their child. Camp fees will not be reimbursed.

Along with corporal punishment, other types of punishment are forbidden. These include, but are not limited to, the following: push-ups, scrubbing the recreation hall, neglect, verbal abuse, physical work and restricting food intake. There are many ways to effectively discipline campers. Housekeeping chores are part of 4-H Camp and designed to teach responsibility, life skills, and self-esteem. Everyone should share in these tasks. They should not be a form of punishment.

It is very important that staff members/counselors develop a positive relationship with their campers. Staff/counselor attitudes and behaviors can influence the positive behavior of the campers. Counselors are expected to maintain a positive attitude by:

- Not complaining in front of the campers
- Looking for good in all situations
- Treating all campers fairly - being "equal to all" in affection and punishment
- Being a positive role model in talk, dress, and actions
- Accepting and carrying out responsibilities
- Remaining flexible and adaptable

SIGNS OF CHILD ABUSE include physical abuse, verbal abuse, and neglect. Children will be observed as they check-in for possible signs of abuse with appropriate inquiries made for possible causes.

It is everyone's responsibility during camp to observe campers and report any possible problems. These may include physical or verbal abuse by campers or leaders. Any signs observed and believed to be abuse should be reported immediately to the agent or camp director. These include obvious physical injuries such as bruises or welts, verbal abuse, withdrawal from activities and a drastic change in behavior. The agents or camp director will then decide the appropriate way to resolve the situation.

LEADER RELATIONSHIPS are very important for the success of the camping program. Leaders must maintain a positive working climate and work together despite personal differences and disagreements. To achieve this positive working environment leaders should observe the following guidelines for relationships:

- Maintain a positive attitude - don't complain around others (especially campers).
- If you have a problem, see an agent or the camp director.
- Camper/counselor relationships are forbidden (girlfriend/boyfriend).
- Counselor/counselor relationships are highly discouraged.
- Try to be friendly with everyone and look for the positive in them.
- Address problems or disagreements promptly and directly with the person(s) involved.
- Consult with the camp director on any issues that cannot be resolved.

GOALS OF CAMPER DEVELOPMENT

- Participating in outdoor activities without damage to the natural surroundings
- Identification of potential natural dangers
- Developing an appreciation for nature by learning about different plants and animals
- Assuming responsibility for personal belongings
- Learning the basics of housekeeping by being responsible for keeping the cabin and grounds clean
- Participating as a member of the camp family
- Learning to accept others different from themselves by appreciating their good qualities and de-emphasizing their faults
- Encouragement to try new activities
- The opportunity to receive instruction in crafts, swimming, rifle and archery range, recreation, and wildlife which will enable them to move to a higher level of competency in that skill
- Understanding the importance of all learning
- Learning to value individual diversity

ACCOMPLISHING CAMPER GOALS

Campers will have the opportunity to enjoy, respect, and understand the basics of nature through: environmental awareness and stewardship opportunities

- Nature walks
- Nature classes
- Project classes
- Guest speakers
- Nature crafts
- Cleanup and recycling

Campers will increase their sense of responsibility and belonging and learn to cooperate with and be tolerant of others through the following:

- Being assigned to work with those less skilled
- Sharing knowledge with others
- Talent show
- Campfire programs
- Flag ceremonies
- Vespers
- Cabin and grounds inspection
- Meal service and dining hall duties
- Cabin responsibility assignments
- Developing positive social skills
- Outdoor adventure course

Campers will learn new skills and enhance present talents and interests through:

- Swimming testing and instruction
- Rifle instruction
- Nature instruction
- Archery instruction
- Canoeing instruction
- Crafts instruction
- Group games
- Athletics
- Outdoor adventure course

Specialized Activities

High Risk Activities include but are not limited to: firearms, archery, swimming, rope or adventure course and water craft events. Leaders supervising the activity will possess evidence of appropriate training and experience in these program specialties. If the activity is conducted at a greater distance from central camp than normal ear shot, a second leader will assist in conducting the activity and also be available to summons help in case of a mishap. This leader may be included in the ratios that follow. The training of specialized activity leaders will include a review the following guidelines:

Enforcing established safety regulations include the following:

- Working with each age group to provide necessary instruction and encouragement.
- Identifying and managing environmental, emotional and health hazards related to the activity.
- Applying emergency health care procedures related to the activity and to the participants.

Swimming activity supervision requires the following:

- A minimum ratio of one staff member (lifeguard) with at least an advanced lifesaving certificate, as issued by the American Red Cross or its equivalent, per 50 campers in the water.
- A minimum of two adult volunteer leaders and/or agents assigned as “lookouts” per lifeguard for junior campers.
- A minimum of one adult volunteer or agent “look-out” per lifeguard for teen camps.

Watercraft Activities

There should be a minimum of one leader for every 12 campers in any watercraft. The leader should have at least an advanced life saving certificate, as issued by the American Red Cross or its equivalent. One agent or adult volunteer on the bank is required during watercraft activities.

Class II life jackets will be worn by everyone taking part in the water activities except the lifeguard. Life jackets will be checked by the agent in charge or lifeguard for proper fit and attachment before each camper enters a boat.

Fishing and Shoreline Activities will be supervised by an agent, adult leader, or teen leader.

Firearm and Archery Activities will be supervised by individuals who possess adequate training in 4-H shooting sports. A ratio of one adult volunteer or agent per 10 campers on the range should be maintained at all times.

Low Element Rope Course

There should be one trained adult and a second leader (who may be a teen leader) for each group of sixteen or fewer. Several groups may be on the course at the same time but only one group at a time should participate in each element.

Other Organized Activities

A volunteer leader or agent should be present at all activities. These may include, but are not limited to, hikes, cookouts, ball games, campfires and vesper programs except for overnight campouts (away from the main campsite) where a minimum of two adults is required. If such activities are greater than earshot from central camp, a second leader should be present with provisions made for emergency communications and health care.

Fire or other special risk - supervising staff should demonstrate an understanding of risk and skills needed to handle the activity being supervised.

Operating Procedures for the Use of Tools

Each participant should receive orientation and instructions including safety precautions before touching wood-working or other tools. The classes will maintain a ratio of 1 leader to 8 campers in the activity and no more than 1 leader to 4 campers at the machines. Campers may only operate Scroll saws, Routers, Sanders and Drills.

Safety Precautions

- No camper or leader may use tools without direct supervision by trained individuals.
- All campers will receive safety orientation before participating.
- All campers and leaders will wear eye and hearing protection while using or close to an operating machine.

All machines will be maintained in good working condition with:

- Safety shields in place
- Sharp cutters
- Safe cords, plugs, and switches

Emergency procedures

- Give appropriate first aid while sending a staff member for help.
- If the camp director cannot be located, emergency phone numbers are posted by public phones.
- If injury is non-life threatening, send a leader with the injured camper to the first aid room.
- The camp director or health care assistant will then make the decision regarding medical attention.
- Remember that an accident report should be filed for accidents that need medical attention or may result in parental inquiry.

COOKOUTS

Operating Procedures

Cookouts are fun, build self-confidence and teach basic survival skills. It is important that campers learn the how-and-why of each operation by participating in the following manner:

- Each participant is given one or more tasks to complete.
- Cookout leaders receive adequate training in the areas of food safety, fire control, and group management.
- Leaders alert the head cook one day prior to the cookout with a number to prepare for.
- Cookouts are supervised by at least two adult members with a ratio of no more than 10 campers to 1 staff.
- If the cookout area is away from the camp, a first aid kit and someone certified in first aid participates.
- Remaining foods, supplies and trash are transported back to the kitchen area for proper disposal.

Safety Regulations

- Staff leading cookouts must have appropriate training.
- All participants will be oriented in safety precautions regarding hot handles, open fires, appropriate clothing, sanitation, food safety, hot grease, etc.
- The area will be surveyed for yellow jackets and other insects.
- Fires will be built in prepared places and must be dead before leaving. **Coals are not left smoldering.**

Emergency Procedures

- Give appropriate first aid while sending a staff member for help.
- If the Camp Director cannot be located, emergency phone numbers are posted by public telephones.
- If non-life threatening, send a leader with the injured camper to the first aid room. The Camp Director or health care assistant will then make the decision regarding medical attention.
- An accident report must be filed for accidents that need medical attention or may result in parental inquiry.

Program - Aquatics

Any swimming or boating activity should be guarded. This includes activities when campers and leaders are on free time or when camp is not in session. The guard(s) will be certified in:

- American Red Cross Lifeguard Training
- YMCA Lifeguard
- Lifeguard BSA
- Royal Lifesaving Bronze Medallion
- Equivalent Certification
- CPR

General Guidelines will include:

- All guards will be out of the water.
- A minimum ratio of one staff member with at least an advanced lifesaving certificate, as issued by the American Red Cross or its equivalent, **per 50 campers in the water.**
- A minimum of two adult volunteer leaders and/or agents assigned as "Lookouts" per lifeguard for junior campers.
- A minimum of one adult volunteer or agent "lookout" per lifeguard for junior high or senior 4-H campers.

As a condition of employment, lifeguards will demonstrate competency in rescue and emergency procedures specific to the aquatic area and activity to be guarded.

Daily duties of lifeguards will be to:

- Enforce established safety regulations as instructed in training.
- Provide necessary instruction for those participating in the activity.
- Identify and manage environmental hazards related to the activity.
- Foster a positive atmosphere for safe participation in swimming activities.

REGULATIONS FOR AQUATIC EVENTS

Pool / Lake Rules to be posted:

- No boisterous play
- No food, gum, or glass containers allowed in the pool area
- Everyone must have a buddy
- No running on deck
- One person on the diving board at a time
- No one enters swimming area until lifeguard is on duty
- Swimmers must shower before entering the pool (as appropriate)

Boating Regulations

- Follow maximum number of occupants and/or load limit allowed in each boat.
- Each occupant must wear a personal floatation device (PFD) while loading, boating, and unloading.
- When boarding a canoe, be sure to stay low, move slowly, and keep to the center of the craft.
- Board canoes in the paddling direction.
- For maximum control and stability, occupants of a canoe should kneel.
- The use of personal watercraft by persons under 16 is prohibited.

Tubing

- Everyone will wear an approved personal floatation device.
- Use the buddy system for added safety.
- Do not rush ahead or lag behind. Stay with the group.
- Be aware of dangers from sharp rocks and swift currents.

PFD Use and Safety Rules

- All campers and staff members (except lifeguard on duty) will be required to wear PFD's at all times when on the lake.
- Campers will not be permitted within 15 feet of the dock or shoreline without their PFD.
- Campers are not permitted near the dock or the lake without supervision.
- No running, boisterous play or jumping off the dock will be permitted, unless in designated areas
- Campers are required to wear closed-toe types of footwear while in the lake.
- All campers will be questioned as to their swimming ability before participating in any recreational water activity.

EMERGENCY PROCEDURES FOR POOL AND LAKE

Lake

- Reach victim according to American Red Cross procedures, as outlined in Emergency Water Safety.
- Run primary and secondary surveys on the victim as outlined in American Red Cross Standard First Aid course.
- For non-life threatening emergencies, transport the victim back to the camp area where further action will be taken.
- For life threatening emergencies and while initial steps are being taken, send someone to call 911 emergency medical service (EMS). Position someone on the main road to direct emergency medical services to the lakeside.

Pool

For life threatening emergencies, call **911 (EMS)** and follow Standard First Aid Procedures.

TESTING, BUDDIES, LOOKOUTS AND PHYSICAL LIMITATIONS

Testing

All campers will demonstrate swimming skills at the beginning of each camp session. For free swim, campers will be assigned to appropriate areas of the pool or lake, according to their skill level.

Lookouts

Lookouts will be assigned to assist the lifeguards in their duties at pool and lake. Adults in the water with campers will not be counted as lookouts. Lookouts will:

- Understand how to use the shepherd's hook and buoy and demonstrate the use of these to the lifeguard.
- Assist in crowd control and in clearing the swimming area, if needed.
- Keep a vigilant observation of the pool and the campers.

Buddy System

All swimmers will be divided into teams of buddies. The lifeguard will periodically do a buddy check. If one of a buddy team leaves the pool, the remaining buddy must find another buddy group.

Wheelchairs and Seat-Belts for Aquatics Use

Campers and staff with physical limitations are encouraged to participate in swimming, boating, fishing, or just watching. Any seatbelts for wheelchairs or other restraining devices that could hinder rescue efforts will be removed before approaching water.

Program Adventure Challenge

Operating Procedures for Outdoor Adventure Activity

- All 4-H Campers are eligible to participate in the Outdoor Adventure Course as appropriate for their age and experience. Adventure Course activities are not recommended for youth under 10 years of age and generally most appropriate for 12 years and older.
- All campers are encouraged to try each element, but no one is forced. The intent of the course is to promote self-esteem and encourage team building.
- The High Ropes Outdoor Adventure Course maintains a ratio of 10 campers to 1 staff member. All elements require participants to wear tennis shoes or boots. No open-toed shoes may be worn.
- Elements may be taken down to prevent unauthorized use. All equipment is the responsibility of the Ropes Course Director. He/She will properly store equipment after each use.
- Elements will be inspected each morning before use to insure safety. If at any time an element or piece of equipment is found to be questionable, the Ropes Course Director will notify the camp director. An element or piece of equipment will not be used in an unsafe condition.

Safety Regulations

- No campers are allowed on the Ropes Course unless accompanied by a trained leader.
- All campers will receive a safety orientation before engaging in adventure activities.
- Leaders of rope course activities will be trained in Outdoor Adventures.
- These leaders will train his/her participants to be competent spotters before proceeding with the course.
- All campers will receive specific instructions that pertain to particular elements before participation in that element.
- Spotters will be in place for each element that requires spotters.

Emergency Procedures

- Give appropriate first aid while sending a leader for help. If the Camp Director is not located, emergency numbers are posted by public telephones.
- If non-life threatening, send a staff member with the injured camper to the first aid room. The camp director or health care assistant will then make the decisions regarding medical attention.
- An accident report must be filed for accidents that need medical attention or any occurrence that might result in parental or other inquiries.

Low Elements

- Headgear or safety harnesses are not required.
- Properly trained spotters must be used as appropriate.
- Low elements may include, Trust Fall, TP Shuffle, Tension Traverse, Spinning Log, Spider Web, The Wall, Mohawk Walk, Raging River, Fidget Ladder, All Aboard, Meat Grinder, Ship's Mask, and Trolley.

High Elements

- Headgear and safety harnesses are required. Trained spotters must be used.

This Manual Prepared by:

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Interim Montana 4-H Center Director

206 Taylor Hall

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Name _____

County _____

Supplement A: Parental Consent Form for Self-Administration of Prescription and Non-Prescription Medicines

I _____ parent or guardian of _____
(Your Name) (Your child's Name)

verify that my child is competent to self-administer the following medication:

Medication _____ Expiration Date _____

Prescribing Physician _____ Physician's Phone _____

Dosage Directions (as prescribed by the physician: including time, amount, frequency and duration)

Reason for Medication

Possible Side Effects (if known)

Parent or Guardian Signature

Date

Emergency Phone Number(s): Home _(____)_____

Work _(____)_____

Supplement B: 4-H Camp Leader Training Verification

Name _____ County _____

Address _____ Social Security Number ____ - ____ - ____
 _____ (Optional)

Your volunteer efforts are valuable to the Extension Service and make a real difference in the lives of young people. Please list below any past training you have received in youth development. This will assist with the identification of other training or additional resources that Extension should provide.

1. Years as a 4-H Camp Leader _____ Hours of Training _____

2. Years as School Teacher _____ Hours of Training _____
 Substitute _____ Hours of Training _____
 Aid _____ Hours of Training _____
 Volunteer _____ Hours of Training _____

3. Years as Youth Group Leader _____ Hours of Training _____

List youth group(s) _____

4. Certified in: CPR _____ Date of Certification _____
 First Aid _____ Date of Certification _____
 Lifeguard _____ Date of Certification _____
 Archery _____ Date of Certification _____
 Rifle _____ Date of Certification _____
 Ropes Course _____ Date of Certification _____

5. Check the areas in which you feel competent to assist youth or address issues:

| | |
|---------------------------|-------------------------------|
| Leader Expectations _____ | Cabin Responsibilities _____ |
| Child Development _____ | Behavior Management _____ |
| Child Protection _____ | First Aid / Emergencies _____ |
| Project Sessions _____ | Song Leading _____ |
| Flag Ceremonies _____ | Vespers _____ |
| Campfire _____ | Overnight Camp-out _____ |

6. What areas do you feel you need additional training in?

Name _____

County _____

Supplement C: Camper Release Form

I _____ give permission for my child _____
(Parent or guardian) (Name of camper)

to be released from _____ at _____ on _____
(Name of event) (Time) (Date)

to _____
(Reason for departure)

My child will be picked up by * _____
(Name of person(s) who will be picking up child)

and (will / will not) be returning to the 4-H activity at _____
Choose One Time and Date of Return, if applicable

I understand that I accept all responsibility for my child and his/her belongings once they leave the 4-H Camp grounds.

Signature _____
(Parent or guardian)

Date _____

* The person(s) picking up the child will be asked to verify their identity to their county 4-H Agent. Under no circumstances will campers be allowed to leave the camp without a written consent and verification of the person(s) picking them up.