



Dear Camp Staff Member or Volunteer,

Welcome to Camp Wo-Me-To!

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

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

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

Sincerely,

***Camp Wo-Me-To Administration***

# Camp Wo-Me-To Camp Policies: Preventing Abuse and Neglect

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## **Overview of the Camp Wo-Me-To Safety System**

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

### **STEP ONE: Sexual Abuse Awareness Training**

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

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

### **STEP TWO: Screening Process**

Staff members and volunteers are required to complete the Camp Wo-Me-To Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application, including a signed release (employees and volunteers)
- interviews may be conducted on an as needed basis and will be performed by the camp directors
- provide references to be checked (employees and volunteers)

### **STEP THREE: Review Policies & Procedures**

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

### **STEP FOUR: Criminal Background Check**

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

## **Camper Safety Policy**

### **ABUSE TOLERANCE**

Camp Wo-Me-To has a **zero-tolerance policy for abuse**. It is the responsibility of every Camp Wo-Me-To staff member and volunteer to act in the best interest of campers in every program.

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

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

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

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

### **ENFORCEMENT OF POLICIES**

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

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

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

### **CONSEQUENCES OF PROHIBITED OR HARMFUL ACT**

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

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

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

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

All suspicions or allegations of abuse will be reported to the Police Department, Child Protective Services, or other appropriate agencies. **The camp directors will be notified of the reported incident. The Suspected Abuse form will be completed for each case.**

## **Camp Wo-Me-To Safety Committee**

### **SAFETY COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, Camp Wo-Me-To will appoint and maintain a Safety Committee. At the end of the camping season, the Camp Wo-Me-To Safety Committee will meet to discuss what, if any, changes are necessary to Camp Wo-Me-To's policies or programming to ensure camper safety.

### **MISSION STATEMENT**

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

### **COMPOSITION**

The Safety Committee will be comprised of the following members:

1. a Camp Wo-Me-To Camp Administrator
2. a Camp Director
3. a Camp Wo-Me-To nurse or medical staff member

### **MEETINGS**

The Safety Committee will meet as needed to discuss risk management practices and updates. The Safety Committee may also meet, when necessary, to address a circumstance or respond to the report of any incident or allegation. At the end of the camping season, the Camp Wo-Me-To Safety Committee will meet to discuss what, if any, changes are necessary to Camp Wo-Me-To's policies or programming to ensure camper safety.

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

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

## **Staff Member and Volunteer Monitoring Plan**

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff and volunteer interactions with campers.

The Camp Director conducts periodic (as needed) verbal performance evaluations for each staff member and volunteer in his/her program area. This evaluation will include matters covered in this policy manual and adherence to risk management procedures.

## **Camp Culture – Staff Members & Volunteers**

### **PHYSICAL APPEARANCE**

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

### **MODESTY**

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

### **DATING**

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

### **MODELING BEHAVIOR**

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

The following rules are to be always followed:

- **No verbal abuse**
- **Never touch a child in an aggressive manner**
- **Absolutely no profanity**
- **No displays of public nudity at any time**
- **No mooning, de-panting, wedgies or swirlies**
- **No descriptive stories regarding drinking or sexual behaviors**
- **No urinating off porches at any time**
- **No sleeping or napping with campers**
- **Never compare a camper’s body with another camper or staff/volunteer**
- **No racial put-downs or racial jokes**
- **No ear or body piercing or tattooing of campers**
- **No inappropriate tickling of campers**
- **No inappropriate wrestling**

## **APPROPRIATE PHYSICAL TOUCH**

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

1. An arm around the shoulder (side hug)
2. Short congratulatory, or greeting hug
3. A brief, assuring pat on the head or shoulder, but NOT to those kids who feel that such touch is offensive to have their heads patted or hair fluffed.
4. A few NEVERS:
  - Never touch kids in anger or disgust.
  - Never touch kids in any sexually connotative manner.
  - Never be on or in a child's bed.
  - Never touch a child's private parts (to remove ticks or for any other reason).
  - Never tickle a child; this can be misconstrued as sexual contact.
  - Never ignore a camper's request not to be touched.
  - Never express or require physical affection or touching in any form from a child who shows or expresses discomfort with physical touch.

If a question ever arises, consult a Camp Director or the Camp Wo-Me-To Administrator.

Any infraction of the above policy involving even the slightest form of sexual connotation will result in immediate dismissal from the camp with no chance of rehire.

## Camp Culture – Campers

### **BULLYING**

Verbal, physical, or emotional bullying will not be tolerated.

The majority of camper-on-camper verbal, physical and emotional harassment occurs at night when the lights are out, and you are in bed. To avoid this, we ask that you maintain a presence in the camper cabin area through the night.

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

### **CONSEQUENCES:**

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

### **RESPECTING CAMPER PRIVACY**

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

### **DISCIPLINE**

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

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and campers should be positive and uplifting. Camp Wo-Me-To employees and volunteers should strive to keep verbal interactions encouraging and constructive. To this end, staff members and volunteers should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing or using profanity in the presence of campers.

## Supervision of Campers

### **STAFF MEMBER/VOLUNTEER TO CAMPER RATIO**

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

1. For groups up to and including 10 campers, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 campers, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 campers, there will be at least 3 staff members or volunteers supervising. This ratio may change depending on the activity (i.e., swimming, archery etc.).
2. If a worker is out of ratio, it is his or her responsibility to immediately notify the responsible Camp Director. The Camp Director or the Camp Wo-Me-To Administrator will make diligent efforts to immediately bring staff member/volunteer to camper ratios into compliance with this policy.

### **OFF-LIMIT AREAS**

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

### **MONITORING HIGH-RISK AREAS**

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

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

High-Risk Areas include:

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

### **UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS**

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

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

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

### **APPROPRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS**

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

1. Staff members and volunteers should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Camp Director.
2. In the event a closed-door meeting must occur, the staff member must inform another staff member and ensure the door remains unlocked.

## **Rules for Camper Safety**

### **PHYSICAL CONTACT**

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

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

### **TRANSPORTATION**

Transportation of a minor should only take place in the case of an emergency.

The following guidelines should be strictly observed when workers are involved in the transportation of campers:

1. Campers should be transported directly to their destination. Unauthorized stops in a non-public place should be avoided. The presence of at least two staff members or volunteers is required.
2. Staff members and volunteers should avoid physical contact with campers while in vehicles.

3. The use of cell phones while driving is prohibited, unless in an emergency. In other non-emergency circumstances, staff members and volunteers are to stop the vehicle before using a cell phone.
4. Absolutely NO TEXTING is allowed by the driver of a moving vehicle.

### **SLEEPING ARRANGEMENTS**

Staff members and volunteers will strictly observe the following rules:

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

## **SEXUALLY ORIENTED CONVERSATIONS**

Staff members, volunteers, and campers are prohibited from engaging in any sexually oriented conversations with campers and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any camper in the program. If it is necessary to address issues related to purity, dating, sex, and human sexuality, clear such discussions with the Camp Director. All sexually oriented conversations will be shut down and redirected by staff members or volunteers.

## **SEXUALLY ORIENTED MATERIALS**

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

## **NUDITY**

Staff members, volunteers, and campers at Camp Wo-Me-To should never be nude in the presence of anyone else. Changing clothes must be done privately.

## **TOBACCO**

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

## **INTOXICANTS**

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

## **CAMP Departure**

Any departure from camp must be approved by the camp director.

## **VISITORS DURING CAMP SESSION**

Friends and family are a great source of encouragement. However, it is difficult to give them the time they need when you are discharging your responsibilities as a camp staff member or volunteer. Visiting friends and family will not be permitted at camp unless permission is provided by the Camp Wo-Me-To Administrator.

## **Camper Contact Policy for Current and Former Staff**

### **COMMUNICATIONS WITH CAMPERS OUTSIDE OF CAMP**

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

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

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of Camp Wo-Me-To's policies and procedures manual for preventing abuse and neglect. I understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Camp Wo-Me-To.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Camp Wo-Me-To.

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

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Camp Wo-Me-To and me. If I apply to be a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

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

I hereby acknowledge receipt of the Camp Wo-Me-To policies and procedures manual for preventing abuse and neglect.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

Date: \_\_\_\_\_

[This page to remain attached to the Camp Wo-Me-To Camp Policies]

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

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

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Camp Wo-Me-To.

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

I hereby acknowledge receipt of the Camp Wo-Me-To policies and procedures manual for preventing abuse and neglect.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

Date: \_\_\_\_\_

[This page to be signed, detached and delivered to the Camp Wo-Me-To Camp Administrator]