



# Counselor Forms and Information Packet

**Please complete one form/packet per counselor attending Camp Bibleway.**

**Camp forms must be given to Bro. John on or before June 4th.**

Counselor's Name: \_\_\_\_\_

T-shirt size: \_\_\_\_\_

1. Fill out Application form completely. NOTICE! Please Include a copy of your health insurance card with the application.
2. Review Camp Bibleway General Rules, Dress Code, and How to be a great Camp Counselor documents.
3. If you are a first time counselor/worker, complete the New Staff Screener form.
4. Please staple the following items together and return them to Bro. John DeKruyter on or before June 4th.
  1. This form
  2. Camp Bible-Way Application
  3. Copy of health insurance card
  4. New Staff Screener form (First time workers/counselors only)

**NOTICE: No visitors are allowed at Camp Bibleway. A link to view the evening Junior camp services online is available upon request.**

If you have any questions, please feel free to call or text me at 317-292-4419 or email me at [jdekruyter@actonschurch.com](mailto:jdekruyter@actonschurch.com).



# Camp Bible-Way Application

Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Address (street, city & zip):			

What camp are you attending and what role?

<input type="checkbox"/> Jr. Camper (Must be 7 years old by September 1 <sup>st</sup> following camp)	<input type="checkbox"/> Jr. Camp Counselor
<input type="checkbox"/> Senior Camper (Must be 13 by September 1 <sup>st</sup> following camp)	<input type="checkbox"/> Senior Camp Counselor

Parent/Legal Guardian (Campers only):
Parent/Guardian Address (if different):
Parent/Guardian Phone Number(s):

Emergency Contact (Counselors only):
Emergency Contact Address (if different):
Emergency Contact Phone:

Church Name and Number:
Pastor's Name and Number:

The following information is needed for camp nurse in case urgent care is needed and will only be distributed on a "need to know" basis. **Include a copy of the front and back of your insurance card with this form.**

List all known medical conditions, including allergies to food, bee stings, and drugs. Give detailed information about asthma, diabetes, and any other conditions:
Date of last known Tetanus Shot:

List all medications taken regularly (OTC and prescription):

Medication	Reason for taking	Medication	Reason for taking

Primary Insurance Company:
Insurance Phone Numbers:
Billing Address:
ID Number and Group Policy Number:
Name of insurance card holder and their Date of Birth:
Social Security Number of card holder:
Relationship of insurance card holder to this applicant:

**For Campers only:** I hereby give consent for the above-named child to attend and participate in Camp Bible-Way and attest to the fact that Higher Ground, Camp Bible-Way, and Bible-Way Missionary Baptist Church will not be held liable in case of sickness or accident. I hereby grant permission for any and all medical/dental attention to be administered to the above-named child in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to the administration of first aid, use of an ambulance, administration of anesthesia, and surgery, under the recommendation of a qualified medical personnel. I have read and understood the camp rules and dress code and my child will abide by them.

**Signature of Parent or Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

"I have read and understood the camp rules and dress code below and agree to abide by them"

**Signature of Camper:** \_\_\_\_\_

**For Counselors only:** I hereby grant permission for any and all medical/dental attention to be administered in the event of an accidental injury or illness. This permission includes, but is not limited to the administration of first aid, use of an ambulance, administration of anesthesia, and surgery, under the recommendation of a qualified medical personnel.

**Signature of Counselor:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Camp Bible-Way Application

## Camp-Bibleway Contact Information:

Higher Ground Camp and Retreat Center

3820 Logan Creek Lane

West Harrison, IN 47060

Camp emergency phone number: 1-812-637-3777

Pastor Pittman: 513-341-1183

Kathy McGraw: 513-203-5076 / campbibleway.kathy@gmail.com

## Overview

- Arrive Sunday evening – leave Friday at 10am
- Applications and fee due upon arrival Sunday
- Camp t-shirt for Wednesday (included in fee – must be ordered 3 weeks prior to camp)

## General Rules

- Junior camp age limit
  - Age 7 by September 1<sup>st</sup> following camp up through age 12 OR
  - 6 years with parent who is a counselor staying in the same dorm with them
- Senior camp age limit
  - Age 13 by September 1<sup>st</sup> following camp through age 18
- No one may leave designated campgrounds without permission of Camp Director
- All campers are expected to attend all activities/services unless excused by head counselor or camp director
- Campers should always be in a group and with a counselor
- Campers may not enter dorms of opposite gender unless area is being used for class sessions
- Campers may not hold hands, hug, kiss, or show physical affection
- No cell phones are permitted for any camper; any camper cell phone must be given to a counselor and only used in their presence to call home
- Campers are not permitted to abuse another camper/counselor's bunk or belongings
- Camp property is not to be abused; campers will be financially responsible for any damaged caused by carelessness or abuse
- All practical jokes must be approved by Camp Director; shaving cream cannot be used for jokes
- Alcohol, drugs, smoking, vaping or any similar activity is not permitted; anyone participating in these activities will be immediately dismissed from camp
- Swimming is gender segregated; t-shirts must be worn over bathing suits; no photos may be taken at pool
- Campers may not have secular music on any media type
- Computers, magazines, worldly books, comic books and other worldly items are prohibited
- Campers are expected to keep themselves and their bunk area clean; there will be daily dorm inspections
- Campers are responsible for their own belongings and money
- Snacks will be available for purchase at the Snack Shack; campers may bring their own snacks and drinks; pop is not permitted in the dorms, meeting rooms, or any carpeted area
- Campers are to obey all counselors, pastors, youth leaders, or any other in authority
- Campers with extreme medical conditions or who are taking prescription medication must be approved by the camp director
- No professional soundtracks or CDs will be permitted for special music; Piano accompaniment CDs are acceptable; Contemporary Christian or Christian rock will not be permitted

**Parent Copy**

## Dress Code for Females

- Morning services – Culottes/skirts and t-shirts
- Evening services – Dresses/skirts with gym shoes, casual shoes, sandals, or flip flops
- Sports – Culottes and skirts
- Dresses, skirts, culottes, and tops must be modest – not too tight, short, see-through, low, or show cleavage
- Culottes are not shorts – they are loose fitting, skirt-like, and below the knee
- Absolutely no pants or shorts permitted
- Slits should not be above the knee
- Clothing must cover knees when you sit
- Tops with worldly/suggestive sayings are not permitted
- Sleeveless tops are ok if neck and arm openings are not revealing
- No crop tops or tank tops
- Shoes must be worn at all times outside dorm
- Gym shoes must be worn during sports – flip flops not permitted
- Clothing must be worn over swimwear while going to and from the pool
- T-shirt must be worn over swimwear at the pool
- Sweats and shorts can be worn for nighttime only inside the dorms
- No lingerie will be permitted
- No wild hairstyles or extreme hair colors
- No body piercing jewelry (except earrings)
- Do not send expensive clothing - we are not responsible for lost or left items

## Dress Code for Males

- Morning services – pants and t-shirts
- Evening – Pants and collared shirt with gym shoes or sandals
- Sports – pants, t-shirt, and gym shoes
- Tops with worldly/suggestive sayings are not permitted
- All shirts must have sleeves – no tank tops
- No shorts
- Pants must be pulled up to waist
- No tight pants or shirts; no skinny jeans
- Shoes must be worn at all times outside dorm
- Gym shoes must be worn during sports
- Clothing must be worn over swimwear while going to and from the pool
- T-shirt must be worn over swimwear at the pool
- Hair must be above ears and collar
- No wild hairstyles or extreme hair colors
- No jewelry or body piercings
- Sweats and shorts can be worn for nighttime only inside the dorms
- Do not send expensive clothing - we are not responsible for lost or left items

## Items Needed

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Bedding for bunk –pillow, twin sheets, blankets or sleeping bag</li> <li>• Towels and wash cloths for bathing</li> <li>• Towels for swimming</li> <li>• Dirty clothes bag</li> <li>• Toiletries – shampoo, soap, toothbrush &amp; paste, deodorant, etc.</li> <li>• Swimsuits and t-shirt for swimming</li> <li>• Play clothes</li> </ul> | <ul style="list-style-type: none"> <li>• Church service clothes (see dress code above)</li> <li>• Gym shoes</li> <li>• Light jacket/sweater</li> <li>• Bible, notebook, pen/pencil</li> <li>• Extra shoes and socks due to water sports</li> <li>• Money for Snack Shack and/or bagged snacks to keep at bunk</li> </ul> |
|--|--|

**Parent Copy**

# New Staff Screener

Name:	Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	Phone:

How long have you been a member at a Baptist church?
Please describe your testimony of salvation:

List the churches you have attended in the last 5 years with dates:

Church:	Dates:
Address:	Phone:

Church:	Dates:
Address:	Phone:

Church:	Dates:
Address:	Phone:

List any special skills or training you may have:

First Aid Training: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Completed:
CPR Training: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Completed:
Other Special training or experience?	

List other positions/ministries you've worked in at any church in the past 5 years:

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References: List 3 people (cannot be related by blood/marriage) who have known you 5+ years:

Name:	Phone:
Address:	
How do you know this person?	

Name:	Phone:
Address:	
How do you know this person?	

Name:	Phone:
Address:	
How do you know this person?	

Have you ever been convicted of or pled guilty to committing a crim involving the abuse or endangerment of a child? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been or are you currently charged with committing a crime involving the abuse or endangerment of children? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been or are you currently being investigated by a government agency for the abuse or endangerment of children? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been or are you currently involved in any illegal or unethical financial dealings? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been convicted of or pled guilty to a crim involving a drug-related charge, a crime of violence, theft, or criminal negligence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Have you ever been sued for negligence with regards to caring for or supervising children? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

# New Staff Screener

Please read and sign:

I hereby certify that the information I have provided on this form is true and complete. I authorize this church to verify the information I have provided on this application by contacting the references and churches I have listed, by conducting a criminal background check, if deemed necessary, or by any other means, including contacting others whom I have not listed. I authorize the references and churches listed on this application to give the church whatever information they may have regarding my character and fitness for working in a children's ministry. Furthermore, I waive any rights I may have to confidentiality.

In consideration of the receipt and evaluation of this application by Bible-Way, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of compliance or any attempts to comply with this authorization.

I agree to abide by the policies and moral and spiritual teachings of Bible-Way and to refrain from unscriptural conduct in the performance of my duties and on behalf of the church and its ministries.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion. I understand that any omission from or misinformation in the application may result in the rejection or removal from the service in which I am in at Camp Bible-Way and the Bible-Way Missionary Baptist Church.

Name:

Signature:

Date:

Pastor's Signature:

Date:

# How to be a Great Camp Counselor

## Dealing with campers

- Always be prepared to show a camper how to be saved
- Remember that campers see all adults as a counselor, regardless of your position
- Help campers settle in - go with your campers to their dorm and make sure they have a bunk and are set up
- Get acquainted with your campers, especially their spiritual condition
- Do not embarrass campers – if a rule violation is obvious/serious enough to address with a camper, do it discretely and with a kind spirit
- Use sensitivity when dealing with accidents/sensitive problems
  - There is a washer/dryer on campground – take soiled clothes discretely to Camp Coordinator/Camp Director and they will be taken care of
- Find the tub of extra clothes (usually in girl's dorm) if someone needs appropriate clothes
- Stay with your campers
  - All campers and counselors are required to attend all services/activities unless ill
  - You are responsible for all campers, but especially those assigned to you
  - If we are sharing campground, try to keep campers in our area and avoid other groups

## Dealing with Other Counselors

- Do your best to cooperate with all other counselors
- Never side with a camper against another counselor
- If you observe something concerning from another counselor, please report it to the Camp Director
- Work through problems and disagreements in the open; take it to the Camp Director if necessary

## Be an Example

- Unmarried counselors should not hold hands/kiss/show public affection
- Married counselors should behave appropriately
- Follow dress code and help enforce them with your campers
- Be understanding of sleeping arrangements/room assignments

## Other Key Notes

- Be at orientation with your campers at 9:30pm Sunday night in the Hangar
- Do not let your cell phone become a distraction
- Do not leave the campground at any time unless authorized by the Camp Director – we need our counselors on duty
- If driving a vehicle on the campground, use extreme caution
- Campers are not to ride in vehicles unless authorized by the Camp Director
- Medical supplies are in the care of the Camp Nurse
  - All medication is to be kept out of reach of campers
  - Do not give any medication to a camper without the nurse's knowledge
  - The nurse is there for serious medical issues; there is a first aid kit with band-aids and other basics in the Hangar
- There is a daily dorm inspection – help your campers keep their dorm areas clean
- The campground cleans the restrooms, so please have campers' clothes and trash picked up
- Help keep the pool area clean by taking all of your trash and belongings each day
- Wet clothing can be hung out on the porch railings to dry – MAKE SURE your campers have all of their clothes and personal belongings when they leave (especially from the porch). Whatever is left will be thrown away
- The Camp Director's approval is required to leave camp early; camp officially ends on Friday morning after awards
- Visitors are not currently welcomed at this time
- "Lights Out" is at the discretion of the head counselor
  - Please do all you can to ensure your campers get a good night's rest
  - Keep dorm devotions brief so campers can get to bed on time
  - Do not allow campers to sleep during chapel or other activities
- All concerns/questions should be directed to the head counselor; there will be a male and female head counselor for junior and senior camp. If they are unable to resolve an issue, then feel free to take your problem to the Camp Director.