

Dear 4-H Member,

**Would you like to interact with other 4-H teens from the area, have three fun-filled days camping, and be a positive role model to younger 4-H members? Apply to be an Area II Camp Counselor!** Enclosed you will find an Area II 4-H Camp Counselor and Junior Camp Director Application for 2020, specific job responsibilities for these positions, health forms, a bio sheet, and behavior form. We will once again be camping at Country Lake Christian Retreat, located near Henryville. Camp dates for 2020 will be May 29<sup>th</sup> – June 1<sup>st</sup>. There are nine counties camping together from Area II – Clark, Crawford, Floyd, Harrison, Jackson, Lawrence, Orange, Scott, and Washington.

**We will be conducting interviews again!** We will contact you to let you know your specific interview time once all applications have been received. If you are not able to make it on the day of your scheduled interview, you may contact another county to interview there or work out another day with your 4-H Educator. **Interviews are mandatory to be considered for a Camp Counselor or Junior Camp Director position.**

**2020 Camp Counselor Interview Schedule:**

- Clark County: February 5<sup>th</sup>
- Crawford County: February 10<sup>th</sup>
- Floyd County: February 5<sup>th</sup>
- Harrison County: February 10<sup>th</sup>
- Jackson County: February 11<sup>th</sup>
- Lawrence County: February 6<sup>th</sup>
- Orange County: February 12<sup>th</sup>
- Scott County: February 12<sup>th</sup>
- Washington County: February 13<sup>th</sup>

Camp Counselors and the Junior Camp Directors will be chosen from the completed applications, as well as interviews this year! These applications are due back to the Extension office by **January 31, 2020**. Applications (including health form, bio form, and behavioral expectations) will be reviewed by the entire Area II planning team. Competition for Junior Director and Counselor will be tough, so please fill out the applications seriously and completely.

We will only be accepting a certain number of counselors this year. Counselors will only be selected if they qualify based on the following criteria:

- **All Counselors:** Application Details, Interview, Leadership Potential
  - **New Counselors:** Educator Recommendations
  - **Returning Counselors:** Past Performance, Initiative, Appropriate Behavior

If you have any questions about camp, responsibilities of being a counselor or junior director, or would like the application sent to you via e-mail, please contact your 4-H educator.

Sincerely,

Area II 4-H Educators

**Area II 4-H Camp**  
**2020 Junior Camp Director and Camp Counselor Application**

May 29<sup>th</sup>-June 1<sup>st</sup>

Country Lake Christian Retreat: 815 County Lake Road, Underwood, IN (Clark County)

Deadline for application to be returned to your Extension Office is **January 31, 2020.**

I am applying for: (See position descriptions for responsibilities)

Jr. Camp Director       Camp Counselor       Both

**Personal Information**

County: \_\_\_\_\_

Name: \_\_\_\_\_ Grade as of Jan 1, 2020 \_\_\_\_\_ Male  Female

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Name of school: \_\_\_\_\_

What spring semester & summer extra-curricular activities are you involved in? Please list all. How do you plan to prioritize the prep-time (including counselor trainings) it takes to get camp ready?

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Years in 4-H \_\_\_\_\_ T-shirt size: (Adult)  S    M    L    XL    XXL      Birthdate: \_\_\_\_\_

Number of years attended 4-H Camp (not including 2020) \_\_\_\_\_ Member \_\_\_\_\_ Counselor

1. List your past youth camping experience and duties below (include dates, numbers of camps, and your responsibilities):

4-H Camps –

Other Camps-

2. Have you ever been a 4-H camp counselor before? Yes  No

**If yes**, what were your responsibilities (group leader, cabin counselor, activities at camp)? Be specific.

3. Why do you want to be a 4-H camp counselor?
  
4. As a camp counselor, you will grow and develop as a leader. What do you hope to get out of this position?
  
5. On which Camp Committee(s) do you think you would like to serve? What is an idea you have for the committees? (see camp committee descriptions)
  
6. Please complete the camp class activity included in the application packet.

To be a Camp Counselor or Junior Director there are training sessions necessary to fulfill these roles. There is an expectation that you will attend the 3<sup>rd</sup> Annual “Camp Counselor Training Retreat” the weekend of May 2<sup>nd</sup> & 3<sup>rd</sup>, 2020 at a location TBD, and arrive early on Thursday, May 28 at Country Lake Retreat Center before camp begins.

**Training Details:**

- **May 4 & 5, 2020 at TBD**
  - **May 2<sup>nd</sup> – arrive at 9:30 a.m.**
  - **May 3<sup>rd</sup> – depart at 12:00 p.m.**
- **May 28, 2020 at County Lake Retreat Center**
  - **May 28<sup>th</sup> – arrive at 4:30pm and depart at conclusion of camp on June 1<sup>st</sup>**

**\*You are responsible for your own transportation to the retreat and camp.**

**Any counselor missing the retreat will not be permitted to attend camp.** In the event of an illness or family emergency, contact your 4-H Educator ASAP.

I realize as a camp counselor or Junior Camp Director, I am here to serve the campers and make camp the best that it can be for the youth involved. I have read the Junior Camp Director and Camp Counselor Job Responsibilities and agree to abide by these expectations as they apply to my position. I understand that if I am not fulfilling my duties, I may be asked to leave camp.

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4-H member’s signature

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4-H member’s parent or legal guardian signature

# Build a Camp Class of your Dreams!

Suppose you have a great idea for a class or activity at 4-H camp this year. How would you plan, prepare and execute the class? Well, here is your chance to flex your class preparing muscles!

The scenario: You will rotate **20 different campers ages 9-12** through your class five times. You have **40 minutes** per class. It is a sunny day out at Country Lake, and you have first choice of an open field, woods, shelter house, lake, campfire area, etc. from which to choose to hold your workshop.

**Class/Activity Name:** \_\_\_\_\_

**1 Sentence Description:** \_\_\_\_\_

\_\_\_\_\_

**Number of other counselors or adults needed to help you:** \_\_\_\_\_

**Time needed to prepare your class to perfection with your helpers** (from now until camp, and how will you prepare- meetings, email, phone call, text...)

\_\_\_\_\_

\_\_\_\_\_

**Materials Needed:** \_\_\_\_\_

\_\_\_\_\_

**Timeline during your class session:**



Intro

End

**Please rate the focus of your workshop for the campers from 1-5 (1 = most important)**

\_\_\_\_\_ Educational

\_\_\_\_\_ Have Fun

\_\_\_\_\_ Learn Safety

\_\_\_\_\_ Learn Life Skills

\_\_\_\_\_ Communication

\_\_\_\_\_ Make friends

\_\_\_\_\_ Get Exercise

\_\_\_\_\_ Build self confidence

**What is the MAIN IDEA or FEELING or THOUGHT you want the campers to leave your class with?**

\_\_\_\_\_

**Is there anything else we should know about your class?**

\_\_\_\_\_

\_\_\_\_\_

# Camp Committees

## Camp Committee: Recreation

This committee helps us have some fun! Members on the Recreation Committee will be responsible for any free recreation time and will help coordinate organized recreation. They should make sure all equipment and facilities are ready and be prepared to lead the whole camp or small groups in relay races and other fun activities.

## Camp Committee: Campfire

Campfire flames flicker in the heart of every 4-H member. This committee helps quiet the flames with reflection at the end of each camp day. This committee encourages our 4-H members to think about the 4 Hs: Head, Heart, Hands, and Health and how they have used each of these during their 4-H Camp experience so far.

## Camp Committee: Song

Share your love of song and fun! This group is responsible for teaching and leading songs with all campers during line up and meal time.

## Camp Committee: Land Lovers

While some 4-H campers enjoy life in the water, some prefer to keep their feet firmly on the land. This committee provides a creative corner of fun activities for our land loving campers through arts and crafts, games, or other experiences you may create. **Please note – members of this committee will set up Land Lover activities in The Corral and then are free to spend “Swim Time” at their assigned duty.**

## Camp Committee: Film Crew

4-H cameras roll in 3-2-1! Documenting all the fun and learning that happens during camp is the focus of this committee. The goal of this group will be to have a completed and edited video for the closing camp event on Sunday afternoon.

## Camp Committee: Camper Care

Help our campers avoid the “camper blues” by making them feel welcome and involved during their entire camp experience! This team will serve as a welcome committee when campers arrive at their dorms, and they will be a resource to other counselors throughout camp to help them re-engage campers that are feeling homesick or having trouble in any way.



**Camp Counselor**  
**Please print/type clearly!**

Name: \_\_\_\_\_

County: \_\_\_\_\_

School you attend: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Text: Yes  No

Grade: \_\_\_\_\_

Age: \_\_\_\_\_

4-H Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Favorite Camp Memory: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of years you attended camp as a camper \_\_\_\_\_

Number of years you attended camp as a counselor (including this year) \_\_\_\_\_

## **T-Shirt Design Form**

Do you think you have this year's t-shirt design idea? If so, create your shirt design below and we will vote at camp counselor retreat weekend! This year's camp theme is "Hawaiian Luau."

HEALTH FORM

Attach current photo here. Photo will not be returned.

4-H Camp

County \_\_\_\_\_

Dorm and/or Room Number \_\_\_\_\_

Name \_\_\_\_\_

Birthdate \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Day Phone Number

Evening Phone Number \_\_\_\_\_

Youth Cell (If applicable) \_\_\_\_\_

List any activities the participant should avoid (i.e., swimming): \_\_\_\_\_

Physical Record of Participant

Heart Condition

Yes

No

Diabetes

Ear Infections

Bedwetting

Allergy to any medication

List medicines allergic to: \_\_\_\_\_

Food allergies or dietary restrictions

List allergies/restrictions: \_\_\_\_\_

Other allergies (i.e., dust, pollen, animals)

List other allergies \_\_\_\_\_

All immunizations required for school are current

Date of last tetanus shot: \_\_\_\_\_

<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

Please list any current medication being taken on reverse side of this form.

Please describe any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp: \_\_\_\_\_

PARENTAL AUTHORIZATION

Pursuant to Indiana Code Paragraph 16-36-1-6 and subject to any limitations listed below, I request and authorize Purdue University Cooperative Extension Service employees and their authorized agents to arrange for all reasonably necessary medical care, including transportation and hospitalization, for my child while in attendance at and participating in 4-H Youth Development events and activities.

I also understand that, as a result of my child's participation in this program, it will be necessary for Purdue CES employees and other authorized personnel with the program to have access to relevant medical information pertaining to my child, and I authorize the use and disclosure of my child's medical information to promote a safe and healthy experience for my child.

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness to Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Home

(\_\_\_\_\_) \_\_\_\_\_  
Work

Both above signatures required for acceptance to participate

In case we cannot reach you, please list the name and phone number of a second party to contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Home

(\_\_\_\_\_) \_\_\_\_\_  
Work

Please complete the addendum on reverse side



# ADDENDUM TO THE 4-H CAMP YOUTH HEALTH FORM

Complete this form for prescription medications and over-the-counter medications that are being taken by the student at the time of the event. These medications will be administered by an Extension staff member or other authorized personnel.

**Medications must be carried in their original containers.**

County: \_\_\_\_\_

4-H member's Name: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

What Illness/Condition is this medication intended for: \_\_\_\_\_

Check any of the following that apply:

- Tylenol/Ibuprofen may be administered by 4-H Youth Development event personnel  
 Benadryl may be administered by 4-H Youth Development event personnel

Dosage: \_\_\_\_\_ Refrigeration? Yes  No

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Other information (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Date(s) to Administer: From \_\_\_\_\_  
To \_\_\_\_\_

Prescribing Doctor's Name: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_  
\_\_\_\_\_

Event: \_\_\_\_\_  
Date (s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

Date

## **Youth Behavioral Expectations To Promote the Well-Being of Youth for 4-H Teen Leaders Who Work with 4-H Youth Development Programs in Indiana**

*“Those who believe in and work with youth have confidence in our future.”*

These Youth Behavioral Expectations give 4-H teen leaders the opportunity to reaffirm their commitment and dedication to the well-being of 4-H members. When all individuals sign a copy of this document, they are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs.

In my role as a teen leader I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances possess, consume, or be under the influence of alcohol, tobacco or tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls), illegal drugs, or other dangerous substances at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for other youth.
- Avoid inappropriate interactions with and displays of affection toward other persons.
- Wear clothing that is appropriate for the event or activity.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Will participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with other youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and those questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination of my youth leadership position in the Indiana 4-H Youth Development Program.

\_\_\_\_\_  
Print 4-H Member Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Member Signature (required if 18 years of age or over)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
Date

A signed copy of the Youth Behavioral Expectations will be on file in the respective administrative office.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution.  
This material may be available in alternative formats.

## Camp Counselor Job Responsibilities

### Qualifications

- Minimum of grade 9 or higher as of January 1st.
- Courteous and responsible.
- Will attend all counselor trainings.

Role as a cabin counselor/group leader:

- Help the group in the cabin get to know each other.
- Account for all campers at all times.
- Work with your campers to make sure the grounds and cabin are clean, free of litter and picked up every day.
- Recognize that some campers may be away from home for the first time; therefore, help those who may feel homesick.
- Make sure campers are up and no one is left in the cabin in the morning and everyone is in the cabin in the evening.
- Make sure campers are at scheduled activities and encourage them to be involved.
- Be actively engaged with the campers at all times.
- Cooperate with other camp counselors, facilities staff, extension educators and junior directors.
- Enforce camp rules for safety and conduct. Camper Safety is our highest priority!
- Be responsible for all 4-H members and their care from check-in on the first day of camp to check-out on the last day of camp, 24 hours a day. This includes remaining in the cabin with them through the night.
- Help maintain a clean, controlled, safe, learning and fun camp session for each and every one present at the camp.
- Camp counselors will be released **AFTER** the final inspection of the camp.
- **Camp Counselors will be good stewards of technology, keeping in mind camper safety, development and inclusion. Counselors will follow all rules outlined by Extension Educators related to technology. Violators will be relieved of their duties as a camp counselor or junior director.**

**Always work to get to know the campers in your charge and where they are at all times.**

As a Camp Counselor, you will set an example of acceptable behavior for campers by following camp rules (Country Lake Retreat and Conference Rules) and the criteria set out in the Behavioral Criteria for 4-H Events and Activities. Signatures of Camp Counselor and parent or legal guardian are required on these forms.

Failure to fulfill the responsibilities as a camp counselor or to be a model of acceptable behavior may result in the following:

Verbal warning  
Parents or legal guardian called and you will be sent home

**If any violations occur, it may prevent any current or future opportunity to you to serve as a camp counselor or Jr. Director.**

## **Junior Camp Director Position Description**

### **Qualifications**

- Minimum of grade 10 or higher as of January 1<sup>st</sup>.
- Courteous and responsible.
- It is not required but preferred that you have been a counselor previously.

### **Responsibilities**

- Participate in camp planning committee activities/meetings.
- Attend camp planning meetings, counselor trainings; planning process may include additional phone, e-mail or other communication. Communication outside formally held meetings is encouraged.
- Work individually and as a member of the camp leadership team.
- Assist the Extension Educators in developing the camp theme.
- With assistance from camp counselors, develop, plan and coordinate alternative activities in advance in case of rain.
- Plan and conduct the opening and closing ceremonies with the counselors and other staff.
- Assist the Extension Educators and other instructors with educational classes/activities.
- Plan and implement nightly camp activity.
- Plan and coordinate social activities for Camp Counselors and Jr. Camp Directors.
- Act as team leader for the counselors.
- Work with Extension Educators to facilitate check-in and check-out of the campers.
- Announce daily activities after consulting with and getting approval from the Extension Educators and the Camp Director.
- Assist with cabin and grounds inspections.
- Assist in maintaining camp rules – i.e., expected to help insure appropriate conduct, dress, and behavioral expectations of counselors and campers.
- Oversee facilities inspection at the end of camp.
- Jr. Camp Directors must remain until inspection is completed and the grounds have passed the Camp Director's and Country Lake Retreat Manager's inspection.
- Help maintain a clean, controlled, safe, educational and fun camp session for each and every person present at the camp.
- Report to Extension Educators and Camp Director.
- **Camp Counselors will be good stewards of technology, keeping in mind camper safety, development and inclusion. Counselors will follow all rules outlined by Extension Educators related to technology. Violators will be relieved of their duties as a camp counselor or junior director.**

**Always work to get to know the campers in your charge and where they are at all times.**

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