



# **CAMPER HANDBOOK**

rules and regulations

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Campers & Parents,

Welcome to our camp family, we can't wait to see you for this camp season! We are looking forward to a fun filled and educational week! At camp Floyd Rogers it is our hope that the Rules & Regulations Handbook serves as a guide for expectations while attending camp. We want you to know that these rules to abide by are simply in place for the safety of you, all of our campers and staff. Safety is of utmost importance to us, as it is our goal to keep everyone healthy and happy while attending camp. It is our hope that we never need to utilize the consequences provided in the procedures sections. We know that you will be a wonderful addition to our camp family and we can't wait to share a week that shapes a lifetime with you!

Carrie Busing  
Camp Director

# I. CAMPERSHIP AND SCHOLARSHIP POLICY

**Effective Date:** January 1st, 2016

## **Policy Statement:**

“Camperships will be awarded by the Floyd Rogers Foundation in varying amounts but, not exceeding \$500.00. All applicants have the ability to apply for a campership however, not all applicants will be considered eligible. Scholarships will be provided through outside organizations found by the camper.”

## **Procedures:**

- A. Campers must apply for and specify the amount of financial assistance in the form of a campership they are requesting during the registration process.
- B. A short survey will be provided upon application regarding the financial status of the applicant.
  1. Applicant information is regarded as private and confidential.
- C. The Floyd Rogers Diabetic Foundation Board will delegate funds as they see fit based on information provided by the applicant. Notification of awards will be provided in April of each camp season.
- D. The applicant can accept or deny the campership by May 15th of each camp season. If the applicant denies the campership, it will be given to the next eligible camper and cannot be awarded back to whom it was originally awarded.
- E. Scholarship providers will be given a code for the camper to enter upon registration. The code may be used one time only and once entered the organization is responsible for camper fee even if the camper is a no show or fails to cancel by May 15th of the camp season.

## II. CANCELLATION POLICY

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers that have been accepted to camp and are unable to attend should let Camp Floyd Rogers know at the earliest possible moment to avoid losing their camp fee.”

### **Procedures:**

- A. Cancellations: If a camper is unable to attend camp, please let us know at the earliest convenience. Cancellations prior to May 15th will receive a full refund minus a \$50 administrative processing fee. Cancellations after May 15th will not be eligible for a refund. If a camper is accepted with a campership or scholarship fails to cancel by May 15th or is a no show to camp, the camper will not be able to apply for a sponsorship or campership the following year and may result in a permanent ineligibility of financial assistance.
- B. Attendance: Upon payment and acceptance to Camp Floyd Rogers, attendance during all camp days and nights is required unless cancelled by a parent or guardian. If a camper is unable to attend, notification must be given no later than May 15th in order to receive a refund, minus a \$50 administrative fee.
- C. Campers that fail to cancel their acceptance prior to May 15th of the camp season will not be issued a refund for their camp fee.
- D. Campers that are attending camp on scholarship and do not cancel by May 15th of the camp season or fail to check-in on the opening day of camp will be denied acceptance to camp in the following year, even if a campership from an outside source is provided.
- E. Campers that fail to cancel their acceptance prior to May 15th of the camp season for more than two consecutive years will be denied access to camp indefinitely.

### **III. CHECK-IN POLICY**

**Effective Date:** January 1st, 2016

**Policy Statement:**

“Campers are expected to check-in at the designated time which will be specified when sending the Camper/Parent Handbook. We will not check campers in that arrive before their designated time, and you will be asked to wait. All campers must have the parent or legal guardian that registered them for camp present upon check-in. Campers are not allowed to drive themselves to or from camp for any reason.”

**Procedures:**

- A. Campers will arrive to camp at their designated check-in time. Upon arrival a baggage check will be completed. Campers will not be checked in before their designated times.
- B. Campers of driving age are not allowed to check themselves into camp, drive to camp, or arrive at camp without the parent or legal guardian that registered them present. If a camper arrives with a car of their own, the parents will be notified and asked to come check the camper in a drive the car off camp grounds.
- C. Failure to comply with the check-in process may result in the inability to attend camp for that camp season without a refund.

## **IV. ELECTRONIC DEVICES POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers are not allowed for any reason to bring the following items to camp: Cell Phones, iPods with wifi hot spot, lap tops, Ipads, or tablets. Camp Floyd Rogers reserves the right to confiscate any and all of these devices or devices of their kind without guarantee of return. Campers that are not compliant with this policy will be sent home at the director’s discretion at any time during the camp week without refund.

### **Procedures:**

- A. Campers and parents are instructed to leave all electronic devices at home.
- B. Failure to comply with the Electronic Devices Policy will result in camper removal from camp without refund.
- C. Camp Floyd Rogers reserves the right to search personal belongings if a camper is thought to be in possession of a cell phone or electronic device with wifi.

## **V. DRESS CODE POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers of any age or gender are expected to wear appropriate clothing including closed toed shoes and socks at all times. Stomachs, chest areas, and bottoms should be covered at all times. Shorts with less than a 2-inch inseam, tube tops, or cut off shirts are not permitted at any time. Hats are not to be worn in the dining hall during any meal or activity.”

### **Procedures:**

- A. Campers will dress appropriately according to the above statement for any an all activities.
  1. Exceptions: Water period allows for swimwear and flip-flops.
- B. Campers not in compliance with the Dress Code Policy will be asked to change their clothing.
- C. Failure to comply will result in the camper being asked to change into appropriate clothing within the boundaries of the policy.

## **VI. PERSONAL HYGIENE POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers are expected to shower on a regular basis while attending camp. In addition to showering daily, all campers must have one outfit per day of camp including undergarments as well as a back up.”

### **Procedures:**

- A. All campers will determine a fair shower schedule with their cabin mates and assigned staff member.
- B. Campers must shower and change clothing on a daily basis.
- C. Failure to comply will result in a meeting with the director and the camper will be asked to take care of any personal hygiene issue.

## **VII. ACTIVITY PARTICIPATION POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers are expected to fully participate in all activities of camp unless medically deemed unsafe. Campers should understand that while some activities are chosen by the camper some may not be and participation is still expected.”

### **Procedures:**

- A. Camp staff will provide activities for campers throughout the day.
- B. Campers are expected to participate in all activities in a respectful manner, unless it is medically deemed unsafe at the time of the current activity by authorized medical staff.
- C. If campers do not comply with the Activity Participation Policy a meeting with the director will be required.



## **VIII. VIOLENCE AND/OR PHYSICAL CONTACT POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Camp Floyd Rogers holds a zero tolerance policy for violence or physical contact of any kind. Any camper causing harm to another camper or staff member unless deemed accidental will be sent home immediately without refund for the remainder of the camp week.”

### **Procedures:**

- A. Campers will respect all other campers and staff at all times.
- B. Campers should not participate in violent contact with another camper or staff member for any reason.
- C. Any camper that extends a hand or other body part to another camper or staff member in a violent manner will be sent home immediately without refund.
- D. Campers should refrain from antagonizing and other camper or staff for any reason.
- E. Campers will have all of the same respects in return.

## **IX. FOUL LANGUAGE POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Foul language will not be tolerated at any time during the camp session. Campers should speak in a respectful and tasteful manner at all times.”

### **Procedures:**

- A. Campers will abstain from using inappropriate language including but not limited to: curse words, sexual language, and extreme slang.
- B. Failure to comply with the Foul Language Policy will result in a meeting with the camp director and possible expulsion from camp without a refund.

## **X. BULLYING/HARASSMENT POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Bullying, hazing, or harassment of any kind will not be tolerated on camp grounds or during camp functions. Harassment and bullying both involve behavior, which harms, intimidates, threatens, victimizes, offends, degrades, humiliates or undermines dignity while attending camp. “

### **Procedures:**

- A. Campers will read and understand the Policy Statement above. If any of the following offenses are made toward another camper or staff member, consequences will be determined. Offenses include but are not limited to: harming, intimidating, threatening, victimizing, offending, degrading, humiliating, or undermining dignity of another.
- B. Should campers fail to comply with the standards set forth by the above policy statement, a camper will meet with the director and be sent home at any period during the camp session without a refund.

## **XI. BUDDY SYSTEM POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“All campers and staff will be expected to travel in groups of three by the buddy system. Campers are to have a staff member present at all times and should not go anywhere on the grounds without proper notification of a staff member and following the buddy system.”

### **Procedures:**

- A. Should a camper need to travel on the grounds outside of the traveling time with their group or cabin, a staff member should be notified.
- B. A group of three should be formed in order to ensure safety of campers and staff.
- C. Travel to the needed destination is permitted as long as return to current camp activity is done as soon as the task at hand is handled.

## **XII. MEAL AND SNACK PROCEDURES POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers are expected to participate in all meals. Campers are able to choose the amount of carbohydrates eaten and in what form at each meal within reason determined by the medical and dietary staff. Campers are expected to remain respectful while completing their meal and snack decisions and eating in our dining hall or any other camp area. All food items are to be provided by the camp, campers should not bring any food or snacks to camp for any reason.”

### **Procedure:**

- A. Campers will obtain a meal plan in which they are able to select what they would like to eat for each meal. Once selected, insulin dosing will be completed with an authorized medical staff member based on their selections.
- B. Campers will be expected to eat their carbohydrates to the best of their ability. If unable to finish the selected carbohydrates a substitution of juice or milk may be given and a suggestion of less carbohydrates will be recommended for following meals.
- C. Snack and Meal items are provided by the dietary staff and are not to be brought to camp for any reason unless instructed to do so by the dietary staff for special dietary need purposes.
- D. Failure to comply with the procedures will result in consult with the medical or dietary staff and/or the director.

### **XIII. BLOOD GLUCOSE TESTING POLICY**

**Effective Date:** January 1st, 2016

**Policy Statement:**

“Campers will be expected to test blood glucose levels with the supplies provided by the medical staff. A medical staff member must see the blood glucose reading at the time of testing for the blood glucose level to be validated. Campers with a blood glucose level less than 80 will be provided with a correction for low blood sugar. Campers with a blood glucose level greater than 240 will be required to complete a ketone test. Corrections will be made with an authorized medical staff member.” (Please see Insulin Administration Policy)

**Procedures:**

- A. Campers will complete blood glucose testing with medical staff. Assigned medical staff will record blood glucose levels and any treatment that may be needed.
- B. Campers will never be denied the ability to test blood glucose levels for any reason. Testing can be completed in any and all areas of the camp when needed with medical staff or with staff in the cabins.
- C. Night rounds will be completed on any camper with a blood sugar that warrants being tested in the middle of the night at the approximate times of twelve in the morning and three in the morning.
- D. Campers that fail to test blood glucose levels or refuse proper treatment for blood glucose levels are at risk for being sent home before the camp week has ended without refund.

## **XIV. INSULIN ADMINISTRATION POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Insulin will be provided by the camp. All campers are to be instructed by authorized medical staff in order to administer insulin through insulin injections, or insulin pump. Campers that do not follow this policy and give insulin without permission may be taken off their pump for the remainder of the camp week or sent home.”

### **Procedures:**

- A. An authorized medical staff member will review camper blood glucose levels, carbohydrates selected, and any other factor that may affect insulin delivery.
- B. Insulin can then be given in the presence of authorized medical staff.
- C. If for any reason the camper believes a malfunction has occurred, a medical staff member should be notified and the issue will be resolved.
- D. Failure to comply with this policy by delivering unwarranted insulin in any capacity could result in camper insulin pump privileges being taken or early dismissal from camp without refund.

## **XV. SAFETY PROCEDURES POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Campers will be notified and expected to comply with camp safety procedures including but not limited to: weather, fire, travel, and medical safety procedures.”

### **Procedures:**

#### **A. Weather:**

1. In the event of lightening and/or thunder campers are to remain indoors for all activities until deemed safe by camp staff.
2. In the event of a tornado:
  - a. If in the cabin area, top cabins are to report to lower cabins and move to the back portion of the restroom area.
  - b. If in the area of the lodge, all campers and staff are to report to the lodge and take cover in the overhang and extending hallway.
  - c. If in a wooded area or outdoor area away from the lodge, campers and staff should find a low-lying ditch area and take as much cover as possible.
3. In the event of extreme heat:
  - a. In extreme heat outdoor activities will be moved indoor.

#### **A. Fire:**

1. In the event of a fire in any indoor area, all campers and staff should move outdoors to the parking lot.
2. In the event of a wild fire in an outdoor area, all campers and staff should move to cement areas and await further instruction.

#### **B. Travel:**

1. In the event of foot travel the buddy system should always be used. Proper resources should be brought along such as medical staff personnel if deemed necessary.
2. Travel is permitted for authorized staff and medical staff only unless traveling to camp for the week or departure when camp is over.

#### **C. Medical:**

1. Campers are expected to follow all medical guidelines outlined in the blood glucose, insulin administration, and meal and snack policies.

## **XVI. DRUG TOBACCO, & ALCOHOL POLICY**

**Effective Date:** January 1st, 2016

### **Policy Statement:**

“Drugs, tobacco, and alcohol are strictly prohibited at all times in any and all camp areas. Any camper in possession of drugs, alcohol, or paraphernalia will be sent home from camp without refund. Local authorities will be notified, and the camper will be unable to attend camp in future years.

### **Procedures:**

- A. Camp Floyd Rogers holds a zero tolerance rule for drug, tobacco, or alcohol possession or/use.
- B. Campers that fail to comply with the above policy and procedure will be sent home from camp without refund and local authorities will be notified.
- C. Campers breaking this policy will be unable to attend camp in any capacity for future years.

