

North Star Camp for Boys

2021 Staff Instructions

We know that the summer of 2021 will be one that you will not forget. Most likely you have a few questions and we'd like to pass on some pertinent information. Our camp community will consist of staff and campers from around the world. We have put together a staff that we think share our vision to provide a wholesome experience for young people. Our administrative team are veteran North Star folks, therefore we anticipate smooth sailing.

This document will not go in depth into our COVID-19 protocols. We will have ongoing updates and all of our staff should have been sent a document that overviews this. If you have not received this or wish to get a copy to review, email Dan dan@northstarcamp.com for a copy.

Some of you will have worked for us before and will be invaluable to us as we welcome our new staff and pass on some of our camp traditions. However, all the new ideas our incoming first time staff bring with them are just as important. After all, tradition was once just someone's good idea. Just as our campers are a little apprehensive about coming to camp for the first time, we know that our staff can also experience some pre-camp jitters. Please call or e-mail us if you have any questions or concerns. We hope that this mailing will answer any questions that you might have. Below is our contact information:

Before May 15th:

North Star Camp
2220 W Medill Ave
Chicago, IL 60647
Phone: 715-462-3254
fax: 866-255-1566

After May 15th:

North Star Camp
10970 W Boys Camp Road
Hayward, WI 54843
Phone: 715-462-3254
fax: 866-255-1566

TRAVEL TO CAMP

We will be sending a separate "Traveling to Camp" guide ahead of your travel to camp date. If you are flying, we will send you an airport guide and for those of you driving, we will send directions on how to get to camp. You were asked to fill out an online staff info form (found on Campintouch) which asks you how you are getting to camp or if you need help arranging your travel. For those who we are unable to find a ride, we will book a plane ticket into Minneapolis-St. Paul International airport where we will pick you up and drive you to camp. If you wish to book your own plane ticket, you will need approval from camp in order to be reimbursed.

International staff, your travel is determined by the terms of your agreement with your agency. If you are booking your travel, please do your best to arrive in Minneapolis by 2pm on the day of your arrival. Please email Dan before booking your ticket to make sure that the timing fits with our airport shuttles. Counselors in Training are responsible for their travel and you should have already received an additional travel info email.

PRE-CAMP ORIENTATION

During pre-camp orientation, our aim is to get orientated to your new surroundings, but the real training starts when the campers come. During pre-camp, our aim is to sharpen your skills and we will continue the process at camp throughout the summer. You will learn skills which will benefit you now and in the future as a person, professional, and parent. Being a camp counselor is a very difficult and a very important job. The two week training period is also part of our COVID-19 prevention process. Even though most of our staff will be vaccinated, this is an important step to ensure that we have a safe and healthy environment ahead of camper arrival.

BE PREPARED

Once you know what program area you will be assigned to teach, please gather some materials and prepare yourself to instruct your activity. We will provide you with support and orientation to our program, however, much will depend on how well you are prepared.

None of us can be good staff members unless we can do quite a bit of preparation before we come to camp. Stock up on suitable stories, games, songs, trivia, skits, campfire stunts, rainy day program ideas. Come prepared for the staff shows and campfires which are held throughout the summer. If you play a musical instrument, please bring it to camp. Funky hats, costumes, masks, and games come in handy for special days. We define talent very loosely at camp. If you are an international counselor make sure you come prepared to share some information about your country. We want our boys to benefit from the cultural exchange.

CERTIFICATIONS

We will need copies of all of your certifications for your file. This includes lifeguarding, swimming, boating, First Aid, CPR, or any other certifications that you hold. Please send copies of your certifications to us prior to camp.

All Senior Counselors (college age and up) and certain JCs on specialized activities will need to be trained in First Aid and CPR. We work with the Red Cross to provide blended learning, meaning that you can do much of the content online and then take the practical test at camp.

All waterfront and aquatics staff will need lifeguard training and/or hold current certification in the craft you will be using. Aquatic areas at camp include Canoeing, Fishing, Sailing, Swimming, Waterskiing, Tripping and Windsurfing. If you do not hold a current Waterfront Lifeguard certification, please let us know if you need us to help you find a class. We will be offering a life guarding course at North Star on June 8th and 9th. For your life guard certification to be up to date, you must have a current CPR certification.

All staff on the waterfront will also need a boating safety card, per State of Wisconsin law. If you have a boating certification from another state or country, that will cover you.. We will email you with further details on how to obtain this certification, which we will cover the costs of.

Please contact us with any questions about certifications. We can help you with these certifications as long as we know that you need assistance.

WAGE WITHHOLDING

We are required to file wage reports like any other employer. All staff will fill out W-4 and I-9 forms at camp. We will need a copy of your driver's license and social security card. Bring this with you to camp.

HEALTH INFO

All staff members must fill out a health history form, which will be submitted online through the Campintouch System. All health information is confidential. We need to have these forms on file to meet both State and American Camp Association standards. Here is some other important info:

- ▶ Counselors who will be taking medication need to inform us. All medication needs to be stored in the health center. This includes Tylenol and over the counter meds.
- ▶ C.I.T.'s who take regular medications must sign up for the Camp Meds program (www.campmeds.com).
- ▶ Kitchen staff will be sent a follow-up email regarding health requirements that we have in place to ensure that they are safe to prepare food for our community.
- ▶ All staff members should be vaccinated for MMR, Td/Tdap, Varicella, Meningococcal, and Hepatitis B. If you do not have one of these vaccines, please contact us immediately.

WHAT TO BRING... AND WHAT NOT TO BRING

When packing for the summer we ask that you remember that you have been hired to be a role model for children. Here are some guidelines and tips when you pack for the summer.

- ▶ T-shirts of questionable content should be left at home.
- ▶ We will ask you to wear shoes at all times at camp and appropriate footwear for athletics (i.e. athletic shoes).
- ▶ Female staff will be asked to use discretion when selecting clothes to bring to camp. Provocative clothing is not appropriate in a camp setting. Please leave bikinis, midriff and low cut tops at home.

- ▶ When following our staff packing list **please keep in mind that you will need about a week and a half worth of clothing.** You will have a chance to do laundry once a week in town during your time off.
- ▶ It is very important to have an old pair of boots for mud and rain and also a rain coat. You will be on some work details in pre-camp so a set of old clothes would come in handy for painting and dirty jobs.
- ▶ You must furnish blankets and bed linens for a twin size bed. We ask that you do not sleep in a sleeping bag all summer long. We will supply linens for our international staff.
- ▶ Electric blankets and electric fans are not permitted since our voltage is limited and our electric wiring is not able to handle large electric demands.

All counselors will accompany their campers on at least one overnight camping trip (out of camp). You will be out of camp anywhere from two to nine nights, depending on the age of your cabin group. The weather is variable in Wisconsin. Please follow our equipment list and bring the gear indicated to ensure your comfort and safety while out on these trips. **A good sleeping bag and outer wear are essential.**

Concealed weapons are not allowed on North Star's property nor may staff carry concealed weapons off camp property while on camp business (i.e. camping trips, off site field trips). Staff members wishing to bring rifles or archery bows must discuss storage of these items with the camp director ahead of the summer. These items will always need to be stored according to camp's procedures for this type of equipment. All other weapons should be left at home. Personal sports equipment, climbing gear and other items may be brought to camp but should be stored according to camp procedures. Personal staff gear should not be used by campers.

Counselors who have a pocket knife may bring it with you for overnight trips and cookouts. Careful attention should be given to expensive personal items brought to camp. The camp is not responsible for any damage done to personal items by either campers or staff members. We also can not be held accountable for lost or stolen items at camp.

Our campers are not allowed to bring electronic items to camp (iPods and radios are allowed in the cabins) so there are some limitations for our staff, too. You are able to bring your laptop or tablet if you have one as it will be helpful when it comes time to write parent letters and to communicate with friends and family. Staff are not allowed to show campers movie. Devices, including cell phones are not allowed to be used in the cabin, even after campers are asleep. We'd like to keep camp a low tech experience. Every staff member is given a locker in our staff lounge to store their electronic devices. We suggest that you bring your own extension cord so that you can rig a light over your bunk in your cabin.

We do not allow food in our cabins. Each year we have various critters, including bears, mice, cockroaches that enter cabins (in which there is food) so we need your help with this. We also have campers and staff with various food allergies. Our campers are not allowed to have food in the cabins and since we do not have double standards at camp we ask that staff do not bring any consumable items into the cabins. Campers are very quick to pick up on injustices such as double standards. Food can be kept in the staff lounge.

Several groups of campers will be going to Canada in the first week of camp for a 10 day Canoe trip. Senior Counselors (college freshman and above) should bring a passport if you have one in case you are assigned to these cabins. **ALL TRIPPERS NEED TO BRING A PASSPORT IF THEY HAVE ONE.** While we do not guarantee a spot in this age group we do know that we cannot place any staff in this age group who do not have a passport. If you need to get a passport, we recommend that you start this now as the process can take some time.

PHONE CALLS

While everyone is used to having their own cell phones available around the clock for calls and texts, things are a little bit different at camp. Cell phone service is spotty in our area and cell phones are not allowed in the cabins. Our campers are not allowed to make calls and we want to remove temptation so cell phone use should always be out of earshot of campers. Part of the camp experience means that staff must store their cell phones during the day (from 8am - lights out) and should not be texting or calling until after their campers are asleep. Again, cell phones are not allowed in the camper cabins. If you are used to using your phone as an alarm clock or watch, please keep this in mind and make sure to bring a watch or cheap alarm clock to camp. Apple Watches are not allowed around campers as well.

Please have your personal calls come in on the staff phone: (715) 462-3095. We will make an additional line available to you in the evening that you can use with a phone card. Cell phone service is good in the town of Hayward where you will spend time off.

KEY CAMP POLICIES

When you returned your contract or CIT Agreement you were asked to also return an initialed checklist that detailed our key policies. We are very serious about our policies and we hope that you wouldn't want to work for a camp that wasn't. Unless you are able to abide by these camp policies and state laws during the camping season, you should contact us immediately and cancel your contract. We may terminate your contract should you deviate from camp policies.

As a camp counselor you are in a position to have a great impact on our campers. When you choose to be in a camp environment in the summer, you are choosing to adhere to a lifestyle which is appropriate for working with kids. You were hired to be a role model regardless if you work directly with the kids or in one of our support staff areas (kitchen, maintenance).

► Drug, Alcohol and Tobacco Policy

Each of you were sent a copy of this policy and you have been asked to submit a signed acceptance of this policy. Please make sure that you are familiar with this policy and that you will be able to comply with it, as well as all of our policies.

► Camp Curfew

North Star has a 1:00 AM in-bed curfew. Staff members are expected to return from time off by 12:45 AM and be in their own beds with lights out at 1:00 AM.

► Additional Policies

- Please do not bring any questionable magazines, videos, or music to camp. Pornography is strictly prohibited.
- Tattoos of inappropriate content must be kept covered.
- All staff please remove body piercing such as eyebrows, tongue studs, nipple rings, etc. prior to coming to camp. Earrings are acceptable when not excessive.
- **PETS ARE NOT ALLOWED WITHOUT THE PERMISSION OF THE CAMP DIRECTOR.**

If you have any questions or concerns about these policies, please contact us immediately.

SALARY

We will pay your salary, exactly as written on your contract, at the close of the camp season. You may draw against your salary up to the amount you have earned. In many cases, we are required by the state and federal governments to withhold a portion of your salary for the payment of income, social security taxes and Medicare. If we are required to do that in your case, the amount of income withheld will be shown on your final paycheck.

Staff members are asked not to accept any tips or gratuities from the parents or relatives of campers.

TIME OFF

As a staff member you will be working hard. Time off is vital for to recharge and to help ensure that you maintain a healthy energy level. We also try to give you free time everyday where you are not assigned.

Days off will begin after the first week of camp. Each staff member will receive three full days off per four week session as a day off during pre-camp orientation. You will have input over your day off. Your preferences as well as cabin coverage and activity coverage will be taken into consideration when assigning your day off. Days off begin at 8:00 AM. Staff are expected to check back into camp by 12:45 AM in order to be in bed by the 1:00 AM curfew.

You will receive one night off per week. Nights off begin at 6:00 PM. Staff are expected to check back into camp by 12:45 AM in order to be in bed by the 1:00 AM curfew. There are some specific days and nights where time off will not be allowed in order to maintain coverage for special programs and events.

LEAVE OF ABSENCE

Any time off other than official time off will be considered a leave of absence (i.e. family emergency, school commitment) and will be handled on an individual basis. This will include a discussion with the camp director regarding departure and return dates and adjustments to salary.

AUTOMOBILE USAGE

If needed, we will provide staff with a camp vehicle for their time off. One vehicle will be provided per day off. The staff members using the vehicles will be responsible for payment of gasoline. Staff members may bring their own vehicle to camp providing he/she is 18 years old or older. Junior Counselors may bring their own vehicles at the discretion of the Camp Director. Staff are responsible for their own vehicles and must decide if other staff are able to use their vehicles on time off. North Star is not responsible for any damage done to staff personal vehicles.

TRAVEL REIMBURSEMENT

You will be reimbursed for reasonable travel expenses to and from camp as noted in your contract. North Star coordinates the purchasing of all plane tickets. If you are unable to fulfill the term of your contract, including late arrival or early departure, North Star may not be responsible for full travel reimbursements. Counselors in Training will not receive travel reimbursements.

INSURANCE

All U.S. citizens and resident aliens are covered by Wisconsin Worker's Compensation Law. The camp provides insurance to supply those benefits. We are responsible for accidents or injuries covered by Wisconsin Worker's Compensation Law. You agree not to hold us or the camp responsible for accidents, special medical or hospital services unless they are within the provisions of the Wisconsin Worker's Compensation Law. Any extension of chronic illness is not covered. Staff members from overseas who are not resident aliens or citizens are usually covered by health insurance provided by their sponsoring international exchange agency.

HEALTH CARE

We will provide you with health care in camp just like we do for our campers. We have a nurse and health staff living at camp. If medical supplies are given to you for treatment of a medical condition, we will charge you the same rate for those supplies as we would charge our campers. Services or supplies provided without charge to our campers will be provided without charge to you.

DISCIPLINE

At North Star we follow the philosophy that: "Mistakes are opportunities to learn." When errors in judgement occur, we will respond accordingly. The staff member will have a conference with the directors and a course of action will be determined. This course may include dismissal, probation, loss of time off, or a fine, depending on the incident. If dismissal is required, the staff member will forfeit the transportation allowance, and salary will be pro-rated to include only that portion which has been earned. Reimbursement for trainings required for the job will be forfeited. Pre-camp orientation is designed to orient staff as to the expectations of your jobs. We will make it very clear what our expectations are and we want to reassure you that we are fair. Rarely is it necessary for us to dismiss a staff member, however, we are required to notify our staff of our discipline system. North Star will take appropriate disciplinary action with any employees who are found to have engaged in sexual harassment, up to and including dismissal. We will have deadlines for paper work (i.e.: parent letters, project reports, etc.). When deadlines are not met, time off will be forfeited. We will provide extra time to do these things when necessary. We will be running a background check on all of our staff and checking your driving history.

GRIEVANCES

Should there be a disagreement over the interpretation of camp policies, or a grievance related to one's duties or relationships with fellow staff members, it should be reported to the Camp Directors.

EVALUATIONS

Feedback will be available for all staff members on your job performance by your direct supervisor. During the first and second sessions, counseling staff will do a guided self-evaluation and will also receive program, camper & village

evaluations and director feedback. We believe feedback is essential to help you do your job well and it will be given regularly throughout the summer. We will give you as much help and advice as we can in any matter relating to your job whenever you need it. The Leadership Team's role is to help you do the best job you can do. We will share with you the criteria that you will be evaluated on in pre camp.

COMMUNITY RELATIONS

You will also be representing North Star in the community at large. We will ask you to be sensitive to North Star's reputation in all of your dealings with the public, including your time off. We have also asked you to consider your online presence in our social media guidelines (which can be found here: <http://bit.ly/1yR9SR6>)

POST CAMP WORK

Our campers will arrive on Monday, June 21st and depart on Friday, August 13th. Unless otherwise indicated on your contract you will be free to leave late morning/early afternoon of August 13th after you have completed all of your assigned jobs. There will be an opportunity for a few staff members to stay on for Post Camp (family camp) and earn an extra week's pay. We will also be looking for staff who would like to stay on until the end of August to help work additional weeks of programming and also help us close camp down.

We hope that you share our enthusiasm for the upcoming camping season and our desire to create a happy, safe, fun, and meaningful camping experience for our campers. We have hired many talented people who match the qualities listed above. With your help we are positive we can reach our goals. Keep your campfires burning and we look forward to seeing you this summer!

As we say at camp: "Lights out, chairs up."

- Andy

PORTRAIT OF A LEADER

A leader knows where he is going, why he is going there, and how to get there.

A leader knows no discouragement and presents no alibi.

A leader knows how to lead without being dictatorial; true leaders are humble.

A leader seeks the best for those he serves.

A leader leads for the good of the most concerned,
and not for the personal gratification of his own ideas.

A leader develops leaders while leading.

A leader marches with the group and correctly interprets the signs
on the pathway that leads to success.

A leader is best when people barely know he exists....

When his work is done, his aim fulfilled, they will say, "We did this ourselves."