





**Counselor Agreement  
Alcohol and Drug Policy, Sex Offender Registry  
Check Policy, and Internet Communication Policy**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY, COMPLETE THE FORM AND RETURN WITH  
APPLICATION PACKET**

**Lexington Kiwanis Club and Kamp Kiwanis**

**STAFF AGREEMENT**

The basic goal of the Camp is to help the campers achieve a meaningful recreation/educational experience. The staff's major responsibilities are as follows:

1. To keep in mind the basic goals and objectives of the Kamp Kiwanis and to assist campers in achieving them.
2. To work cooperatively with other camp personnel in carrying out their responsibilities.
3. To follow Camp regulations, safety rules and procedures and the directions given by the Camp Directors and the Kamp Kiwanis Committee.

**ALCOHOL AND DRUG POLICY**

Drinking alcohol and engaging in illicit drug use while at camp causes great risk for volunteers, staff and campers. Your first and foremost commitment while at camp should be your campers. This is a 24 hour responsibility that requires you to be sober and aware at all times. Drinking or using drugs on or off camp grounds affects your ability to respond to the needs of your campers and puts the entire camp community at risk. Our policy requires that all staff and volunteers refrain from drug and alcohol use while they are at camp.

**You will be in violation of the drug and alcohol policy if you:**

- Have drugs or alcohol in your possession on camp grounds. If you come to camp with alcohol or drugs, please talk to the Kamp Coordinator or Camp Directors so he or she can deal with the situation appropriately.
- Consume alcohol or engage in illicit drug use on campgrounds.
- If you leave camp and return intoxicated.
- If you have drugs or alcohol anywhere "in, on, or anywhere near" you.
- If you purchase alcohol or drugs for minors. Please note that purchasing drugs and/or alcohol for a minor is also a violation of federal and state law. If a volunteer violates this clause of the drug and alcohol policy the camp administration may be forced to involve law enforcement.

The Kamp Kiwanis and Lexington Kiwanis Club are committed to this alcohol and illicit drug policy. Violation of this policy will result in termination from the staff/volunteer position.

**SEX OFFENDER REGISTRY CHECK POLICY**

Serving as counselor and/or staff for Kamp Kiwanis requires work with vulnerable populations. In compliance with The Department of Human Services and camp standards, names of all camp staff and counselor applicants will be checked against the National Sex Offender Registry in order to protect our camper participants. Failure to meet these requirements will result in removal from the applicant pool.

## INTERNET COMMUNICATION POLICY

We know that the Internet, when used wisely, provides many safe ways to stay in touch and communicate with your friends from camp. We view Internet venues as your right to self-expression and generally regard them in a positive light. **Once you identify yourself as a camp employee/volunteer** in a social networking profile, website, group page, or weblog, however; or use the camp name or logo, we require you, as a condition of employment/volunteer status at camp, to observe the guidelines below. Even if you do not intend to, and even if you state otherwise, once you identify yourself an employee/volunteer of our camp or use our camp name or logo or any official camp photograph or text, everything and anything that you post or say on the site can then be seen as a reflection of camp. These guidelines have been established to assure that all camp staff, employees, campers, volunteers, and families enjoy an emotionally and physically safe environment.

- 1) As a camp employee/volunteer, before I...
  - a) Use the camp name or official camp logo or camp photograph;
  - b) Add a link from your group page, profile or other site to the official camp website;
  - c) Include text or photographs that are the property of camp;
  - d) Include photographs of campers or other staff members;
  - e) Or create a camp "group page" with the above items... ..I must request and receive *prior written approval* from the camp
- 2) As a camp employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in your profile, blog or other Internet sites and communications. This includes the following:
  - a) I will not use obscenities, profanity, or vulgar language;
  - b) I will not engage in harassment or intimidation;
  - c) I will not post comments that are derogatory with regard to the individual person's race, gender, religion, sexual orientation or disability;
  - d) I will not engage in sexually explicit, suggestive, humiliating or demeaning comments.
- 3) Once I identify myself as a staff member or volunteer at camp, which is to say as an employee/volunteer of the camp, the general public may see me as an ambassador or spokesperson of camp. I understand that is therefore a condition of employment/volunteer status that I agree to and adhere to the guidelines outlined above. I understand if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment or volunteer status.

## COUNSELOR/VOLUNTEER AGREEMENT:

In signing below, I acknowledge that I have read and understood the **Alcohol and Drug policy, the Staff Agreement, the Sex Offender Registry Check Policy, and Internet Communication Policy**. In addition, I acknowledge that the Kamp Kiwanis will take every reasonable precaution to minimize exposure to known risks, however, there may be risk of illness, injury and/or stress during camp participation and certain dangers and accidents may occur. I recognize and acknowledge that Kamp Kiwanis and the Lexington Kiwanis Club may not carry medical insurance, professional liability insurance, or workers compensation benefits covering my work during my assigned period at the camp. As a participant I acknowledge the nature of the camp and hereby release, acquit and forever discharge the Lexington Kiwanis Club, its officers and directors, Kiwanis Clubs and their members, Kamp Kiwanis staff members and its employees, the agents and insurers of each of them from any and all claims, responsibility of liability of whatever kind and nature whether arising from any injury or damage which may be sustained as a result of my participation in the program. In addition, I agree to defend and indemnify the Lexington Kiwanis Club, its officers and directors, Kiwanis Clubs and their members, Kamp Kiwanis staff members, the agents and insurers of each of them against any and all manner of actions, claims, demands, damages, liability or expense of every kind and nature which may have incurred or arise by reason of my participation in the program.

- THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS CORRECT TO MY KNOWLEDGE.**
- I HAVE READ AND AGREE TO THE DRUG AND ALCOHOL POLICY AND THE STAFF AGREEMENT.**
- I HAVE READ AND UNDERSTAND THE SEX OFFENDER REGISTRY CHECK POLICY.**
- I HAVE READ AND UNDERSTAND THE INTERNET COMMUNICATION POLICY**
- I HAVE READ AND UNDERSTOOD THE COUNSELOR/VOLUNTEER AGREEMENT.**

I understand that pictures will be taken at the camp showing the campers & counselors in their usual camp activities and that the pictures may be used by Kamp Kiwanis and Lexington Kiwanis Club for both promotional and educational purposes, in printed materials, on their website, and in other media, including social media .

- Yes, I agree** that Kamp Kiwanis and Lexington Kiwanis Club may use pictures of me for the above purposes as deemed proper by Kamp Kiwanis and/or Lexington Kiwanis Club.
- No, I do not** give permission for Kamp Kiwanis and Lexington Kiwanis Club to use pictures of me as a counselor for promotional or educational purposes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Parent or Legal Guardian must sign below if applicant is under 18 years of age.**

\_\_\_\_\_ Date \_\_\_\_\_  
 Parent or Legal Guardian

**RETURN COMPLETED PACKETS TO:  
 The Lexington Kiwanis Club,  
 218 West Center St.  
 Lexington, NC 27292  
 336-249-7531**

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FOR OFFICIAL USE ONLY: Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

**Kamp Kiwanis  
Camp Personnel Authorization to Obtain Background Check**

*Please note: Due to regulations set forth by Kamp Kiwanis and the Lexington Kiwanis Club, there is a fairly length list of crimes that will disqualify you from participating in this Camp. All final decisions are made by the Kamp Kiwanis Committee.*

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current address \_\_\_\_\_  
Street Address Apartment Number City State Zip

Other names by which known (e.g., maiden name) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

School or College \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Permanent Residence** --  Check box if same as "Current Address" above

\_\_\_\_\_  
Street Address City State Zip

1. Have you ever been charged, arrested, and/or convicted of a crime?  Yes  No  
If yes, please explain: (Use a separate sheet, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?  Yes  No
- a. Indecent assault and battery on a child under fourteen
  - b. Indecent assault and battery on an individual with a disability
  - c. Indecent assault and battery on a person who has obtained the age of fourteen
  - d. Rape
  - e. Rape of a child under sixteen with force
  - f. Assault with intent to commit rape
  - g. Kidnapping of a child under sixteen with intent to commit rape
  - h. Distribution and trafficking of narcotics or other controlled substances
  - i. Intent to commit any of the above crimes

If yes, please explain: (Use a separate sheet, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse?  
 Yes  No If yes, please explain: (Use a separate sheet, if necessary)

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4. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?  Yes  No  
If yes, please explain: (Use a separate sheet, if necessary)

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5. I understand that:

- a. The camp may deny acceptance as a counselor to any person who answers "yes" to any of questions 1-4. If hired and the camp later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b. The information provided on this form is subject to verification, which may include a criminal history check and request from the National Sex Offender Registry.
- c. The camp may terminate volunteer service of any person if that person is found, regardless of when discovered, to:
  - i. Have a history of complaints of abuse of a minor;
  - ii. Have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
  - iii. Have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated yearly.
- e. I hereby authorize Kamp Kiwanis and Lexington Kiwanis Club, or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted above, for volunteer purposes. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Legal Guardian must sign if applicant is under 18 years of age.

Signature of Minor's Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Rules, Expectations and Responsibilities for Counselors Kamp Kiwanis

Before kamp begins, once you have been assigned a cabin, you are to make up all of the beds, make sure every child has a towel and a toothbrush, and that you have your cabin box and broom in your cabin.

- When the kids arrive, be standing outside of your cabin as we put the kids into groups.
- **Be on time** to the pool (boys) and to the lodge (girls) so we can ensure the first day goes smoothly.
- Breakfast is at **8am**. Breakfast is not at 8:05am or 8:10am. We follow a tight schedule each day and running late to breakfast causes issues for the rest of the day. Give yourself enough time each morning to wake your kids up and make sure they use the restroom and brush their teeth. The kids do not have a good sense of time, especially first thing in the morning. Getting them up and ready is your responsibility!
- Make sure your cabin is doing their duty after each meal. Monitor and help them but do **NOT** do their duty for them!
- There will be **at least 2** counselors at the pool at all times when kids are in the pool. The presence of the lifeguards is not an excuse for you to not be monitoring your kids. The lifeguards are there for liability reasons only; you as a counselor are still in charge of watching your kids. Make sure you apply sunscreen to the kids with fair skin.
- Please make sure that if you pass the bath house, and are not in a hurry, to let your kids use the restroom. We do not like to send kids alone or in pairs to the bathroom at random times during the day. We will, but if you can give them lots of opportunities, it will limit the need.
- Make sure your kids are drinking a lot of water. Even when swimming, they are sweating and becoming dehydrated.
- During naptime (directly after lunch), there will be a male and female counselor performing “nap duty” each day of each week. You are to sit outside (I know it’s hot) and make sure all of the kids stay in their cabin and are relatively quiet. Please do not sit inside of your cabin and/or take a nap during your nap duty. It is only one hour per week. You can do it!
- Similar to the lifeguards, church groups and other visitors are not in charge of your kids. Please remain with them during those times.
- If you need a moment to yourself, please let me or another counselor know. Do not leave your kids unattended.

- Stay in the bath house during the entirety of shower time. Make sure the kids get in and out as quickly as possible. Also make sure all clothing, towels, and toothbrushes make it back to your cabin after shower time.
- Establish a "lights out" time for your cabin and enforce it. You will find that it can be difficult to get all of your kids to be quiet and to go to sleep. Stay in your cabin or nearby until you are sure everyone is asleep.
- The most important thing about camp is the kids. They look forward to camp all year long so we want them to have fun. Play with them, have fun, but set boundaries and don't be afraid to enforce them. The director is the main disciplinarian, but you need to try to manage the behaviors on your own first. They will respect you more for that. The kids must be supervised at ALL TIMES! This is for your and their safety.
- Kids love to help and we let them do some of the simply cleaning/organizing jobs near the end of each week. However, we are responsible for ensuring the kamp gets completely back to the way it was before we showed up. I will make a list of all of the final duties at the end of each week and they will all need to be marked off before anyone leaves.
- At the end of the third week, you will be paid. No one will receive a paycheck until the kamp is clean and all of our things are where they need to be.
- The summer camp program at Camp Kiwanis begins 6/15/19 and ends 7/6/19. Counseling staff must be in attendance the entire camp session, including three pre-camp training days before camp opens (6/16/19). Counselors must spend the night at camp during the week while working. If you have other plans that would cause a conflict at any time within the entire camp period, please indicate here:

\_\_\_\_\_

\_\_\_\_\_

- **This is a 24/7 job. You have been given the responsibility of managing and caring for multiple children at a time. I ask that you take these expectations seriously. Please let me know if you have any questions or concerns at any time. Let's make Kiddie Kamp the best it can be!!**
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**I HAVE READ AND UNDERSTOOD THE Rules, Expectations and Responsibilities for Counselors**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_