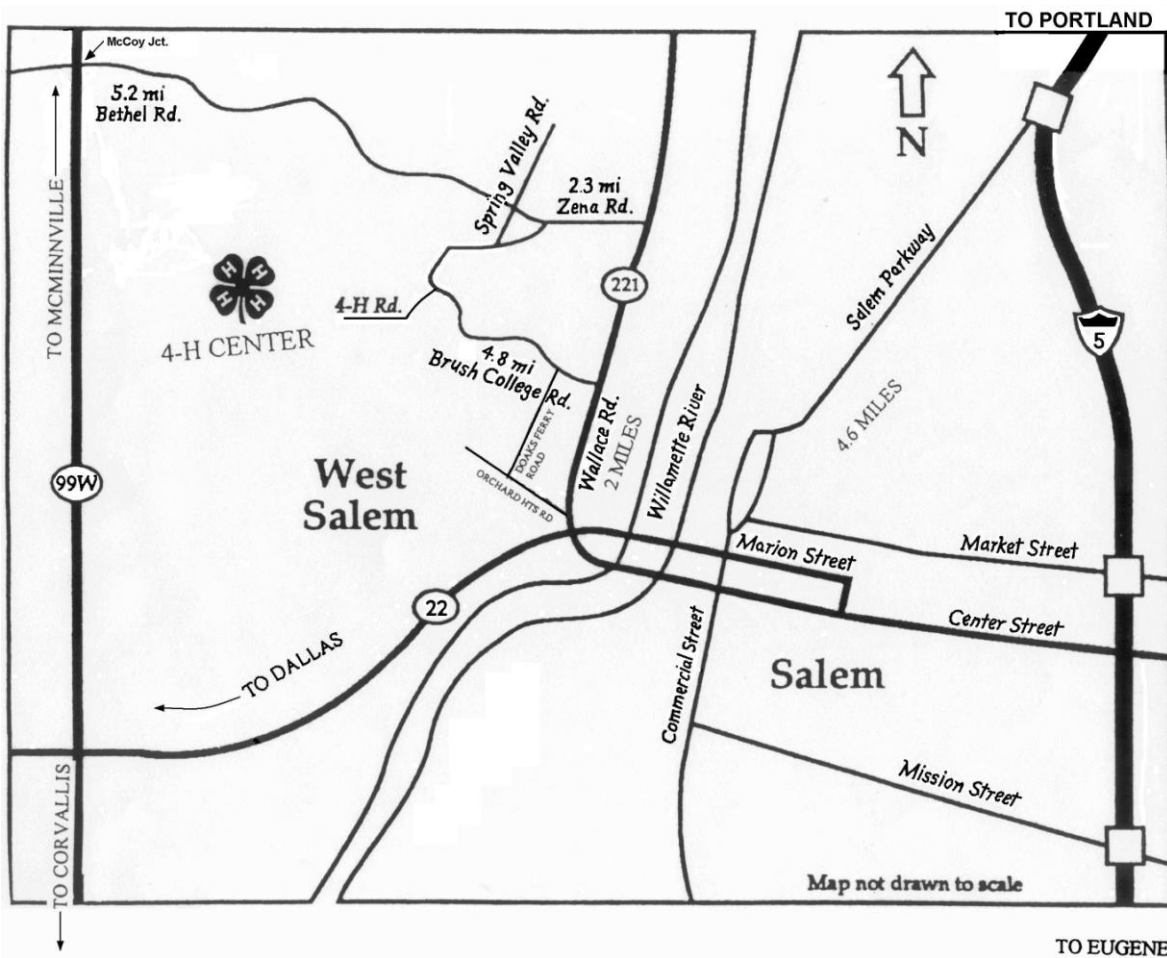


# Overnight Policies and Procedures

Oregon 4-H Conference and Education Center  
5390 4-H Road NW  
Salem OR 97304  
503-371-7920



## INTRODUCTION

**Reservations** are made by calling the Oregon 4-H Conference and Education Center Office. The 4-H Center office will prepare and issue a Use Agreement confirming the request for program dates, facilities and recreation arrangements to be provided to a specified number of people for a specific price.

The Group Leader or Responsible Individual is the person in charge of the group while at the 4-H Center. By signing the Use Agreement the Group Leader agrees to accept specified responsibilities:

- ❖ Pay the deposit by the listed due date to confirm and secure the reservation.
- ❖ Secure insurance covering the 4-H Center as an additional loss payee.
- ❖ Read this guide.
- ❖ When on site insure that group members follow the Center's use policies. Duplicate and distribute the "Guest Information" sheet in the Appendix, to all adult and teen group members.
- ❖ Call the 4-H Center office to schedule a tour if you wish to see any facilities prior to the program.
- ❖ Confirm the final meal count not less than **four business days** before the first meal.
- ❖ Make arrangements with the 4-H Center office at least two weeks in advance for any special program requirements, equipment or recreation needs.
- ❖ Check in at the 4-H Center office at the time listed on the Use Agreement.
- ❖ Clean all facilities used or be responsible for expenses incurred in cleaning and restoring to original condition.
- ❖ Depart at the time listed on the Use Agreement.
- ❖ Pay the final bill.

When the Group Leader meets these responsibilities s/he helps ensure the success of the program. Many details become important when coordinating a program.

We look forward to working with you within the guidelines of our *Use Policies and Program Planning Guide*.

## Reservations

**Confirmation:** The 4-H Center Use Agreement should be read carefully. If any information is incorrect, call the Center Office immediately to request changes or corrections. The number is 503-371-7920.

When you are satisfied that the Use Agreement is correct:

- ❖ Note the due date on the agreement. You should return the agreement to the 4-H Center by the due date or call to make other arrangements.
- ❖ Sign and initial where indicated.
- ❖ Return the signed copy of the agreement to the 4-H Center along with your deposit check for the amount indicated in the agreement.
- ❖ Keep a copy for yourself.
- ❖ Contact your homeowner's or renter's insurance agent, or the agent that insures your group, to request a liability insurance certificate naming the 4-H Center as additional insured. The date(s) of your event are the dates of coverage. The certificate should read:

Oregon 4-H Conference and Education Center  
And The Oregon 4-H Foundation  
5390 4-H Road NW  
Salem OR 97304

- ❖ Your agreement with the Center may be cancelled if you do not have insurance or have not paid the deposit.

**Deposit:** The full deposit will be applied toward the bill only if the group has cleaned the facilities used, replaced furnishing to original locations within buildings, and reported and explained any damages. Deposits are not transferable. Failure to pay the deposit as listed on the use agreement by the due day may result in cancellation of the Use Agreement by the 4-H Center office.

**Billing:** Day meetings and other non-resident groups using any of the 4-H Center facilities pay the full rental fee at the time the Use Agreement is returned.

Programs with food service will be charged for all participants confirmed four business days prior to the program date. Meal counts may be reduced or increased up to two business days prior to the program date. If the 4-H Center office is not contacted, the number of participants on the Use Agreement will be considered confirmed and will be used for the purchase of food. The final bill will be based on the number confirmed or the actual number of persons fed, whichever is greater.

All statements are due and payable within fourteen (14) calendar days of the end date (the day you check out) of the Use Agreement or the date of receipt of a 4-H Center statement by mail. An interest rate of 1.5% will accrue for each month payment is overdue.

**Cancellations:** No refunds will be made on reservation cancellations for June, July, or August programs, or any cancellation requested less than 45 days prior to the program date. Refunds or cancellations requested 45-90 days prior to program dates will depend on our ability to rebook the specific facilities that were held for your program. The minimum forfeiture for cancellation at any time is \$100.

## General Information

**Office Hours:** Staff is scheduled at the 4-H Center Office to meet with the Group Leader at the arrival and departure times, and to provide equipment as shown on the Use Agreement. The office hours are from 8:00 am to 5:30 pm weekdays. However, hours do change daily or weekly with the pre-arranged needs of each program. The office is not staffed evenings or weekends.

Groups with strict phone coverage requirements (clergy, doctors, etc.) or with requirements anticipated to occur outside typical office hours should discuss their needs with the 4-H Center staff prior to the group's arrival.

**Arrival Time:** Please note the arrival time on the Use Agreement. 4-H Center staff will not be prepared for group members to arrive prior to the listed time. The agreed upon arrival time must allow for any pre-conference/set-up required. Your Use Agreement has been signed guaranteeing a specific number of hours of facility use for a specific charge. Requests for additional hours of use may increase the fees.

**The Group Leader or Responsible Individual must stop at the Center Office in the Ford Family Foundation Education Building upon arrival at the Center. If you cannot make it by the agreed upon time, please call.**

**Confirmation of Numbers:** All programs, including last minute cancellations, will be charged the full price for all participants confirmed four business days prior to the program date or the actual number attending the program, whichever is greater.

**Departure Time:** The Group Leader or Responsible Individual of the program must stop at the 4-H Center Office to check out before departing the property. The buildings and area that you have used must be clean and neat with personal belongings removed, lights and heat turned off, and the garbage placed in appropriate receptacles. Youth Camp and Horse Camp Group Leaders will find additional guidelines for clean up of facilities in their check-in packets. At the time of departure a staff person from the 4-H Center will check you out of the property. If you have been issued radios or other equipment they must be returned to the Center Office.

**Smoking:** Adult guests may smoke only at established campfire areas and the Cascara House patio. Smoking is prohibited inside buildings, on roads and trails, or between buildings. We would encourage adults to examine the role model they establish when they smoke in the presence of youth.

### **Phones:**

|              |  |
|--------------|--|
| 503-391-7920 | 4-H Center Business Office. Monday through Friday, 9:00 am to 5:30 pm. The office answering machine is not monitored outside these hours.  |
| 503-581-6696 | 4-H Center fax machine. This may be available under certain conditions and with arrangement for the use of the Camp Program Staff  |
| 503-371-4064 | Nurse's Station/Camp Program Staff. This number should be used for emergencies, group business calls, and messages to your camp staff and campers. It is available to your group 24 hours a day if you have agreed to the rental of Fox Cottage Nurse's Station. The kitchen staff shares this phone. Give this number to parents as your program phone number. A person from your group should be assigned to Fox Cottage at all times to handle incoming calls from parents. |

**Emergency Phone Numbers:** The emergency phone numbers are posted by each telephone. Read the information carefully.

**Long Distance:** You are required to charge long distance calls on a credit card or phone card, or call collect. Long distance and other chargeable calls are locked out unless prior arrangements have been made with the 4-H Center staff. Some camp directors may be given a calling code with which to make long distance phone calls. Those issued calling codes will be billed for all calls charged to that code.

**Audio-Visual and Conference Equipment:** An InFocus device for use with VCR, DVD player and computer, an overhead projector, and a screen are available, along with several other items of equipment. Prior arrangements must be made for the use of this equipment.

**Internet Connection:** The 4-H Center office is connected by satellite to the internet, as is the Dining Hall and the John Gray Hall. Those camp directors of user groups that must use the internet are allowed to do so and will ensure that use of the internet will not be for the promotion of sexual activity, criminal activity, abusive or obnoxious behavior, or any other use that will adversely affect the name, reputation or operational ability of the 4-H Center. Such activities are expressly not allowed.

**What to Bring:** All our facilities, including Cascara House and the Cottages, require guests to provide their own bedding, pillows, towels, and personal items. In addition, guests may wish to bring a flashlight, a swimsuit, stationery, and postage stamps. A more extensive list is in the Appendix.

**Food Service:** Food service is available at Cascara House for 15-30 people and at the Dining Hall for 15-200 people. All groups using food service will be charged for a minimum of 15 people per meal. Arrangements for meal times will be made at the time the use agreement is signed.

At the first meal, food service staff will orient the group to Dining Hall use procedures. Setting tables, serving food, and clearing tables are the group's responsibility. Snacks and coffee service may be provided at any time. Those groups that have ordered an evening snack should pick it up at the dinner meal. Please confirm snack orders with the Center Office at the time your meal count is confirmed.

The final meal count must be confirmed not less than four business days before the first meal. Meal counts may be reduced or increased up to two business days prior to the program date. If the Group Leader does not contact the Center Office, the number of participants on the Use Agreement will be considered confirmed and will be used for purposes of food purchase and preparation. The final bill will be based on the number confirmed or the actual number of persons fed, whichever is greater.

**Roads and Parking:** 4-H Center gravel roads are narrow. The maximum speed is 10 m.p.h. Use caution and watch for children and other living creatures. No bicycles are allowed on 4-H Center roads. Cars may be unloaded near some housing areas. 4-H Center staff will direct you when you arrive. Once unloaded fire regulations require vehicles to be parked in the main parking area.

**Cascara House:** Guests may drive directly to Cascara House to park.

**Horse Camp:** Please review arrival procedures in this area in the section "Using the Horse Camp."

**John Gray Hall:** There is parking for approximately 50 cars at the Gray Hall.

**All Other Areas:** Guests drive directly to the main parking area, and walk to designated registration or meeting locations.

**Signs:** Permanent and temporary direction signs help guests locate all our meeting rooms and housing areas. Please do not post any signs over them. If signs must be posted 4-H Center staff will assist you.

**Alcohol and Drugs:** Use of alcohol and illegal drugs is absolutely prohibited. An adult group wishing to serve alcohol must contact the 4-H Center Office for an Alcoholic Beverage Service Agreement. A

minimum \$150 cleaning and damage deposit is required for Greider Lodge, a minimum \$300 deposit is required for the John Gray Hall. This deposit is refunded after the program if the conditions of the agreement are fully met. Alcoholic Beverage Service Agreements are issued **only** when there is no youth program registered to use our facilities.

**Pets:** Pets are not permitted at any facility. Special accommodations may be made for people with working guide dogs and guide dog puppies that remain on a lead. Please notify the Center Office at least two weeks prior to the program.

**Insurance:** The 4-H Center does not carry health or accident insurance for guests or groups. Each group must provide its own. The 4-H Center does carry liability insurance covering the 4-H Center. Contact your insurance carrier for a certificate of liability coverage for your group while at the 4-H Center. The Office Manager at the 4-H Center is prepared to help with questions regarding this certificate and can be reached at 503-371-7920.

**Riding in Vehicles:** No person is allowed to ride, either sitting or standing, in the bed area of any pickup truck or other vehicle. Each passenger must be in a seat with a seat belt. The Center Staff will remind those caught doing so that they must either sit in the vehicle's passenger seats or walk. The Center assumes no liability for persons injured while riding in the back area of any pickup truck in violation of this policy.

**Lost and Found:** Lost and Found items will be kept at the 4-H Center Office for thirty days. They will be disposed of after this time unless other arrangements are made.

**Grounds Use and Conservation:** Only with careful stewardship of its resources can the 4-H Center continue to provide the lovely, natural setting that our guests enjoy. Encourage your group members to be considerate of the wildlife and its habitat. This is a wildlife and wildflower preserve. The feeding of animals and picking of flowers are prohibited. This upsets the balance of nature; animals can easily become ill or dependant upon inappropriate foods. Flowers are best left in their natural settings. Plants can fail to reproduce if flowers are removed. **LEAVE LIVING THE THINGS THAT ARE LIVING!**

Litter is unsightly and mars the land. There is at least one garbage can located at each building. Occasionally groups schedule an event or activity that requires more garbage cans than we anticipated. We appreciate your notification if garbage cans are full.

Trails cover much of our 325+ acres. Guides are available at the 4-H Center Office. In wooded areas, stay on the trails at all times. Poison oak is prevalent, although we attempt to control it in the Core Area. If you plan to hike or ride on Zena Timber property, please notify the 4-H Center Office. Trails and roads are occasionally closed due to logging activity or high water. To continue to enjoy use of these areas program directors should be aware of any closures requested by Zena management. Asking at the 4-H Center office can prevent injury or danger to the members of your group.

Please respect fence lines by not crossing onto neighboring property. This helps us maintain friendly relations with our neighbors.

Pond life may be collected for nature study. Please release any captured pond animals within 15 minutes. If you wish to keep animals for a longer period for educational purposes please make arrangements with the 4-H Center staff.

Please advise group members not to pick up any dead animal. It may be diseased. Notify the Center Office of the location as soon as possible.

### Arrival and Departure Procedures

Typical day use programs for school groups run from 9:00 am to 2:00 pm. It is recommended that you make the 4-H Center Office aware of all your planned activities so we may assist you with choosing locations and provide resources.

Resident Group Leaders should plan to spend 30 minutes with 4-H Center staff to check into youth buildings. The "Program Leader's Check-In/Clean-Up Checklist" will detail your responsibilities at check-in. Group members may not use facilities before the group leader has arrived and met with 4-H Center staff.

A resident program day begins at 5:00 pm the first day to 3:00 pm the second day or a maximum of 22 hours rental for a single overnight fee. Groups using facilities longer than the basic 22-hour rental period may be charged an additional day use fee for the extended day.

To check out of the Youth Camp facilities the Group Leader and a 4-H Center staff person will inspect the facilities used for cleanliness, damage, and lost items. Clean-up procedures for each facility are detailed on the "Program Leader's Check-In/Clean-Up Checklist." If the facilities are not sufficiently cleaned, a cleaning fee will be assessed. Please schedule a responsible adult (over 21) to see that all children and teens are picked up after a program. The 4-H Center staff will not accept the responsibility to supervise children.

### Building Use and Care

Rental prices are based on each group doing their own table set-up and room cleaning. Food, candy and soda, are not allowed inside the cabins. There is a refrigerator at the Dining Hall to hold snacks.

When buildings are not in use lights and heaters should be turned off. The exit lights must remain lighted when buildings are occupied. We reserve the right to turn off the heat in a building if the doors are left standing open.

The restrooms are to be cleaned and stocked with paper products and soap by resident youth groups daily. Maintenance requests should be directed to the 4-H Center Office. We will do our best to promptly correct problems reported. A 4-H Center staff member is on-call every night in case of an emergency that cannot wait until morning. Please check the information board at the 4-H Center Office window for the name and phone number of the staff member on call.

Youth programs are encouraged to adopt an adequate cabin/living unit supervision ratio to help avoid injuries and protect furnishing and buildings. The American Camp Association endorses the following minimum ratio of program staff to campers:

| <u>Camper Age</u> | <u>Staff</u> |    | <u>Campers</u> |
|-------------------|--------------|----|----------------|
| 4-5 years         | 1            | to | 5              |
| 6-8 years         | 1            | to | 6              |
| 9-14 years        | 1            | to | 8              |
| 15-18 years       | 1            | to | 10             |

Please be sure that furnishings are not moved around, out of, or between buildings. To post signs or decorate buildings use blue painter's tape or poster putty. No pins, nails, tacks, or staples may be used.

**Other User Groups:** Groups with less than 80 people may have to share use of the Dining Hall for meals with another small group. Use of common areas – such as the Adventure Swings, pool, pond, fire circles, and volleyball nets – will be coordinated by the 4-H Center Office. As you walk the 4-H Center's trails

you may meet guests from other programs. Respect for the privacy of each group by members of other groups is assumed and expected. Be responsible for supervision and behavior.

**Mail:** Outgoing letters written during resident programs may be taken to the Dining Hall mail box for delivery to the Post Office. 4-H Center staff will pick up the incoming mail in the late afternoon and deliver it to the Group Leader.

**Camp Store:** The 4-H Center does not operate any vending machines or a canteen. Resident groups wishing to set up their own camp store must make prior arrangements with the 4-H Center staff for food storage and litter control.



## Program Resources

**SCAMP:** The information in this section will guide you in filling out the Summer Camp Activity Management Plan (SCAMP). Summer Camp directors will be given a SCAMP in the spring to fill out and return to the 4-H Center office. The SCAMP will help you to plan your activities and provide the 4-H Center staff with the means of making sure that your camp is a successful and enjoyable event.

**Waterfront Activities:** The 4-H Center has two waterfront facilities, the T.J. Starker Swimming Pool, and Pagoda Pond for watercraft and catch-and-release fishing. All waterfront activities must be scheduled and confirmed at least two weeks in advance so that we can schedule lifeguards.

If you have requested waterfront activities, please note the times scheduled on your Use Agreement and contact the Center Office immediately if you wish to change them. It may not be possible to reschedule times after arrival at the 4-H Center.

The 4-H Center's lifeguard staff is scheduled to be on duty at specific times for the protection of our guests. If an unsafe situation exists, or guests refuse to comply with our standards of conduct, the lifeguard may close the waterfront. The group will be charged for the full activity session.

Swimming, diving, and wading are prohibited at all 4-H Center ponds. An adult who can swim must be present with children under 14 years who wish to fish or explore the ponds. If persons in wheelchairs are near bodies of water any seat belts or ties should be removed.

Each group must also supply Lifeguard Helpers (adults or older teen staff members) to assist the Center lifeguard in watching aquatic activities and to assist in maintaining a safe environment at the pool or canoe pond. A copy of the position description for these staff members is included in the Appendices.

Number of helpers needed at pool (State Health rules require 1 helper for every 10 campers, or fraction thereof and 2 lifeguards for every 25)

| Number of Aquatics<br>Participants | Number of Lifeguard<br>Helpers Required |
|------------------------------------|---|
| 1-20                               | 2                                       |
| 21-30                              | 3                                       |
| 31-40                              | 4                                       |
| 41-50                              | 5                                       |
| 51-60                              | 6                                       |
| 61-70                              | 7                                       |

**Swimming Pool:** A 4-H Center staff lifeguard must be on duty and will be provided for all activities scheduled at the pool. Unauthorized use of the pool will result in a minimum \$75.00 charge. A copy of the "Swimming Pool Rules" will be provided if your group makes arrangements to use this facility.

**Watercraft:** There are six canoes available at Pagoda Pond. All watercraft are equipped with Coast Guard approved life jackets and two paddles and may only be used when a 4-H Center lifeguard is on duty. All adults and youth **must wear** fully fastened life jackets when in watercraft. A copy of the "Rules for Use of Watercraft at Pagoda Pond" will be provided if your group makes arrangement to use the canoes.

**Fishing:** Fishing at Pagoda Pond is available only to youth participants of resident groups and day use educational programs. Notify the 4-H Center Office if you plan to fish. No fishing is allowed when watercraft are in use. When you fish with youth, teach conservation of the resource. A "catch-and-release program" is in place at the 4-H Center. Use only barbless hooks. No fish is to be kept, killed, or eaten.

**First Aid:** A person currently certified in American Red Cross Standard First Aid or the equivalent should be on site for the duration of all programs. Center staff is not available for first aid.

### **Firewood, Fire Circles, Fireplaces**

If you wish to have a campfire or use a fireplace, please notify the 4-H Center Office prior to arrival on site so we may stock firewood for your use. The 4-H Center will provide enough firewood for a campfire each evening. If you require more wood an additional charge may be made depending on the amount of wood used.

Campfires are to be built within designated fire rings only. Fire rings are located at the Amphitheater, Turkey Flat and the Horse Camp. Each fire ring must be equipped with a bucket filled with water. If the bucket is missing, notify the staff at the 4-H Center Office. The fire must be completely out before the last guest leaves the fire area.

**The 4-H Center reserves the right to ban campfires in the months of June through October.**

### **Recreation Equipment**

**Game Equipment:** Adventure swings, field game balls and equipment are available at the 4-H Center Office. They should be reserved well in advance to assure availability. The Group Leader will be asked to sign out the equipment at arrival time. Failure to return equipment or irreparable damage to the equipment will result in a charge for full replacement value.

**Flags:** United States and 4-H flags are available to be checked out at the office. The Group Leader may check them out at arrival.

### **Environmental, Natural Resource and Outdoor Education**

Contact us for a copy of our "Resource List" describing the varied materials available to aid the youth educator in planning an educational program. A variety of scientific activity planners, educational posters and OSU Extension Service publications make it easy to organize your outing. Reserve all materials and equipment at least two weeks before arrival.

## **Risk Management Planning**

All resident 4-H groups are required to have a risk management plan. It is strongly recommended that groups with the majority of their participants under 21 years of age develop a risk management plan prior to arriving at the 4-H Center.

Risk management is more than a plan to deal with emergencies after they happen. Risk management also means following procedures that help reduce the chance that an emergency will take place. 4-H Center policies for an unknown visitor, vehicle use, firearms, explosives, flammable materials, and hand and power tools deal with risk reduction and are contained herein. Group compliance with these policies will help protect all program participants.

The Oregon 4-H Conference and Education Center Risk Management Plan is available for reference at the 4-H Center Office. A copy is also included in the "Camp Health Officer's Information Handbook."

### **Calling 911**

- Call 911 for Emergency Medical Help.
- Tell the 911 operator the following information.

**"This is The Oregon 4-H Center -  
5390 4-H Road Northwest -  
Off Brush College Road -  
In Northwest Salem, in the Spring Valley Fire and Ambulance  
District"**

**The Camp Health Officer and OHD Requirements:** Industry standards require each resident youth camp to have a Camp Health Officer. Adults holding a current certificate for the completion of the American Red Cross community first-aid and safety course or equivalent and a current certificate for the completion of a course for adult, child and infant cardiopulmonary resuscitation may serve as health services staff provided 1) the users of the camp are coming as an organized group such as a school class, or a church group or a scout group; and 2) the program is for a period of three nights or less or is a day camp program.

The Camp Health Officer will be given keys to the Nurse's Station and medicine cabinet. All medicine, including aspirin, must be labeled and kept locked in the medicine cabinet. There is also a small refrigerator in the Nurse's Station. When medication must be kept under refrigeration the Camp Health Officer should lock the Nurse's Station door when not in residence. Groups may want to stock a bee sting kit and copies of the American Red Cross information pamphlets on AIDS with their health supplies.

Oregon Health Division Rule 333-03-105/(2) requires each camper under 21 years of age to have a health history prepared, signed by a parent, guardian, or other adult responsible for the individual, and on file with the group's Camp Health Officer.

A Sample Registration Form, Health Card and Code of Conduct are attached at the end of this document as the last four pages.

**Report accidents requiring a hospital or doctor visit to the 4-H Center Office. Copies of all your medical or accident reports will be required for our files.**

"The Camp Health Officer Information Handbook" and a reference library are available to all resident youth camp groups. "The Camp Health Officer Information Handbook" may be checked out at the 4-H Center Office.

**Minimum First Aid Kit Requirements:** The Oregon Health Division has established requirements to ensure the health and safety of youth in resident day camp programs. Rule 333-03-105/(4) requires the following minimum First Aid supplies be maintained by resident youth camp groups:

- |   |   |
|---|---|
| ✓ Extra blankets or a sleeping bag                                      | ✓ Drinking cups   |
| ✓ Adhesive tape   | ✓ Ipecac syrup and poison control center telephone number |
| ✓ Triangular bandages   | ✓ First Aid Manual  |
| ✓ Antiseptic solution   | ✓ Bandages  |
| ✓ Compresses (2"x2" and 4"x4")  | ✓ Scissors and tweezers                                   |
| ✓ Calamine lotion   | ✓ Roll bandages (2")                                      |
| ✓ Topical cream, lotion, or antihistamine - for treatment of poison oak | ✓ Burn ointment   |
| ✓ Needles, safety pins  | ✓ Soap - non-perfumed                                     |

We suggest it contain at least the following supplies:

- |                                |   |
|--------------------------------|---|
| Current First aid manual       | Resuscitator's shield                                   |
| Sleeping bag or blankets       | Ipecac syrup and poison control center telephone number |
| Disposable masks               | Burn ointment   |
| Goggles                        | Bee sting swabs   |
| Infection Control Kit          | Calamine lotion   |
| Soap--unscented                | Cold pack   |
| Compresses 2"x2"; 3"x3"; 4"x4" | Topical cream, lotion, or ointment                      |
| Roller bandage 2"              | Antihistamine for poison oak                            |
| Trauma (paramedic) shears      | Benzalkonium Chloride                                   |
| Tweezers                       | Antiseptic solution                                     |
| Needles and safety pins        | Antiseptic towelettes                                   |
| Adhesive tape                  | Cleaning towelettes                                     |
| Band-Aids (assorted)           | Disposable drinking cups                                |
| Triangular bandages            | Universal precautions kit                               |
| Air horn                       | Disposable gloves                                       |
| Elastic bandages               | Universal splint (or equivalent)                        |
| Emergency blanket              |   |

Guidelines for use of Universal Precautions Kit

Contents:

- |   |  |
|---|--|
| Latex gloves--2 pair                        | Small container or packet of liquid soap |
| Absorbent towels                            | 1 can Lysol disinfectant                 |
| Zip lock bag or garbage bag with Twist seal | 4"x4" gauze pads                         |

Instructions for use:

- wear gloves (disposable)
- Provide 1st aid. When possible, a camper should be encouraged to care for their own minor bleeding injury. If camper has limited mental/physical abilities, is fearful, upset, or unable to care for their own injuries, offer assistance.
- Soak area of spill with disposable absorbent towels
- Scrub area of spill with soap and water and disposable towel--apply friction rinse
- Spray cleaned area with Lysol and allow to dry
- Place all soiled materials in Ziploc or garbage bag
- Seal bag and dispose of it in trash
- Wash hands with soap & water
- Obtain replacement materials to restock contents of Precaution Kit.

NOTE: Large body fluid spills should be referred to the 4-H Center staff for cleanup

**Unknown Visitor:** during youth programs, a 4-H Center Staff member will accompany authorized visitors. Whenever possible, tours will be scheduled by the 4-H Center Office when programs are not in session. No tours will be given to visitors who drop in without an appointment during resident programs. If an unknown person is seen in the areas you have contracted, ask them to return to their use area or to the 4-H Center Office. Then inform the 4-H Center Staff (Manager, Assistant Manager, or Apple House), via radio, that you are sending an unknown visitor to the Center Office.

**Please help us to enforce this policy.**  
**It is for the security of all program participants.**

**Designated Emergency Transportation:** At least one vehicle belonging to a group member must be designated and available at all times to transport persons needing medical assistance beyond that which the Camp Health Officer can provide. The designated emergency vehicle may be parked near the Nurse's Station and should have an adequate supply of gas to reach Salem. All the group's staff should know the location of the keys. It is recommended that a staff member other than the Camp Health Officer, Camp Director, or Group Leader be the designated vehicle driver. When planning for the emergency transportation of a group member, the Group Leader should consider which staff member or members:

- Know the route to the hospital or urgent care center
- Can care for an injured individual's needs in a stressful situation
- Can fill out and sign hospital insurance forms
- Can leave camp for a 3-6 hour period without disrupting program activities

In the event that no designated group member vehicle and no ambulance service is available the 4-H Center Manager is the only person who can authorize use of a 4-H Center vehicle to transport group members.

**Motorcycles, Off-Road Vehicles, Bicycles:** Motorcycles, off-road vehicles, and bicycles are prohibited at the 4-H Center. Trails are maintained for use by foot or horseback only. Transportation of group members – especially youth – in vehicles not designated for passengers, is prohibited. Seat belts must be worn in vehicles.

**Firearms and Ammunition:** Youth programs planning to bring air rifles as part of an educational shooting sports program must notify the 4-H Center Manager prior to arrival. Guns must be stored under lock in a location separate from the ammunition. There is no hunting allowed on the Center property. See the section on shooting sports.

**Explosive, Flammable or Poisonous Materials:** If you plan to do an activity involving flammable items we will work with you to select an appropriate site for the activity and provide extra fire protection. These activities could include candle making that requires flammable, explosive, or poisonous materials. You must notify the 4-H Center Office at least two weeks in advance. Any flammable materials used for any part of the program must be stored in covered, safe, plainly labeled containers. Only persons experienced in their use must handle flammable materials. All these materials must be stored in locations separate from food. Fireworks, containers of gasoline, and containers of kerosene are prohibited. Candles are prohibited except in designated fire circles, fireplaces and fire pits.

**Hand and Power Tools:** Hand and power tools used in group program activities must be provided with necessary safety devices and used according to manufacturer's instructions. Tools must be maintained in good repair and used only by persons experienced in their safe use.

## Shooting Sports

Archery is an important part of the summer camp experience for many youth and children. The 4-H Center has an archery range which is available to groups under strict conditions. The Oregon Administrative Rules Chapter 333 of the Oregon Health Division sites the following guidelines:

- Gun sports activity leaders must have certification as an instructor from the National Rifle Association (NRA) or the equivalent. Other target sport activity leaders, which include but are not limited to archery, must have documented training and experience in the activity being led. Certification must be valid for each type of gun sport activity supervised.
- Written operating procedures must be developed and strictly enforced for each target sport activity. These procedures shall address at least: a) eligibility requirements for participation; b) camper/staff supervision ratio; c) safety regulations, and; d) emergency procedures.
- Procedures must be in place to control access to the target sports activity area;
- A policy must be in place that target sports equipment may be used only when a qualified activity leader is present and safety rules are followed;
- Participants must be trained to utilize clear safety signals and/or range commands to control both the activity at the firing line and the retrieval of targets or arrows;
- Equipment used in target sports activity, including the transport of equipment to and from the firearms use area, shall be under the direct supervision of a responsible individual of at least 21 years of age;
- Equipment and ammunition used in riflery programs shall be stored in locked areas.

The 4-H Center archery range and equipment are available for use by resident groups who have made arrangements for a current 4-H Master Shooting Sports Leader or National Archery Association (minimum level 1 certified) instructor to lead their activities. The 4-H Center has the names and phone numbers of local Master Shooting Sports Leaders trained in 4-H archery leadership. Please call for that information.

Rifle and shotgun Master Shooting Sports Leaders may be available also. However, the 4-H Center discourages the use of any firearms other than archery on 4-H Center property as they disturb the wildlife that have taken refuge in this No Hunting area. Permission must be obtained from the 4-H Center Management to use rifles and shotguns as target firearms only, and permission will be granted only on a case by case basis. Handguns and black powder firearms are strictly forbidden.

## Emergency Plan Development

Emergency phone numbers are posted by all telephones. Bring quarters so you will be able to use the pay phone by the Dining Hall if necessary.

- Call 911 for Emergency Assistance.
- Tell the 911 operator the following information.

**“This is The Oregon 4-H Center -  
5390 4-H Road Northwest -  
Off Brush College Road -  
In Northwest Salem, in the Spring Valley Fire and Ambulance District”**

After-hours phone numbers for the 4-H Center staff are posted in the Center Office’s Information Window. The Center Manager lives at the “staff residence” on 4-H Road below the entrance gate. If the Manager cannot be reached by phone, please drive or walk to the staff residence.

**If there are no 4-H Center staff members immediately available during an emergency, the group must have a plan prepared to deal with the specific situation.**

**Fire and Evacuation Drill:** All resident groups should be prepared for emergency evacuation in case of fire, natural disasters, and other emergencies. It is recommended that each resident group hold an evacuation drill on their first day at the 4-H Center. The date and time of the drill should be confirmed with the 4-H Center Office at least one week before the program so we may notify the local fire district and avoid a false alarm call.

To conduct an evacuation drill sound the siren and bell following the procedure outlined under “Action Plan in Case of Emergency Evacuation.” All group members should meet at the parking lot. The Group Leader will verify that all are present. If people are missing, two responsible adults should conduct a quick sweep of the area where people have been to ensure that all missing persons are located and sent to the parking lot. Group members are released from the parking lot when the all-clear siren is sounded. This will be a series of short blasts.

**Emergency Plan Guidelines:** To comply with Oregon Health Division Rule 333-30-100 each resident youth camp group should have an emergency plan outlining procedures in case of wind storms, earthquakes, animal bites, transportation emergencies, lost camper, severe illness, and injury. This plan should be in writing; the 4-H Center’s emergency plan will provide a guide for the group plan. The plan must be available to the group staff. A copy must be provided to the 4-H Center Manager at check-in time.

**Action Plan**  
**For Lost, Missing or Runaway Person**

The report of a lost, missing or runaway person should be made without delay to the Group Leader. If the person is still missing after a reasonable effort to locate him/her, the Group Leader will notify the 4-H Center Manager, the 4-H Assistant Manager, or the 4-H Center Office at Apple House.

Your written emergency plan should include information on how you will conduct a search, and when to notify law enforcement officials, organization leadership, and parents. Your staff must be made aware of the plan. They must know who will have written copies of the plan available while the group is at the 4-H Center.

**Action Plan**  
**In Case of Emergency Evacuation**

The report of any fire should be made without delay to the Center Manager, Apple House, or the Assistant Manager. If one of these people cannot be located immediately, the Group Leader will call 911 using the following information.

- Tell the 911 operator the following information.

**“This is The Oregon 4-H Center -  
5390 4-H Road Northwest -  
Off Brush College Road -  
In Northwest Salem, in the Spring Valley Fire and Ambulance  
District”**

Your group’s written emergency plan should call for a designated person to turn on the fire siren and ring the bell continuously and call “FIRE – FIRE – FIRE. . .” for ten minutes. The bell is located near the chapel. The siren switch is above and right of the entrance to the pantry. An air horn may be substituted for the siren.

When the evacuation alarm sounds all guest cars must be left where they are parked. The evacuation must be on foot. All group members will go to the main parking lot by the Starker Swimming Pool using the safest route. At the parking lot assemble group members by cabin or living groups. Verify that all groups are present by checking the complete list of participants. The Camp Health Officer will carry out all medical records, prescription drugs and basic First Aid supplies.

The group will move through the fields above the 4-H Road to the “staff residence” site avoiding the gravel roads. The roads must be available for emergency vehicles.

There are areas of the 320+ acres where the fire siren and bell cannot be heard. Your written emergency plan should call for notifying the 4-H Center Staff of any persons missing at the parking lot assembly area and where these persons can most likely be found. The Group Leader should know, at all times, where the group’s staff and campers are.

**In the event of an evacuation emergency, everyone must be located.**



## Using the Horse Camp

The Horse Camp is available for rental groups to bring their own horses from mid-May through September. Tie stall, rustic bunkhouses, a meeting area in the barn, picnic tables, water, chemical toilets, fields, and a variety of trails are provided.

The Horse Camp is also available for day use by school or family groups and for primitive camping. Recreational vehicle hook-ups are not provided. Trails are maintained for use on foot or horseback only; motorcycles, off-road vehicles and bicycles are prohibited.

When arriving at the 4-H Center with a horse trailer, go directly to the lower barn area using the right-hand entrance gate. After unhitching the horse trailer the Group Leader is expected to come to the 4-H Center Office to pick up the check-in packet. Group leaders of programs who do not bring horses must check in at the 4-H Center Office immediately upon arrival.

The 4-H Center strongly recommends that group leaders adopt the American Camping Association program standards for horseback riding which require the following safety apparel to be in use by campers and staff:

- Shoes or boots which provide protection from injury
- Long trousers
- Protective head gear (which must be constructed so as to minimize injury in the event of a fall, fit the rider comfortably, not obscure, and be secured by a safety harness or strong chin strap)

For the health and safety of our guests horses are not permitted in the Core Area. This includes the Starker Swimming Pool, parking lot, Clark Dining Hall, Stewart Chapel, learning shelters, Cascara Lodge, cabin area, and Turkey Flat. During the summer horses are not permitted on the road through Oak Grove to the YMCA Day Camp.

Groups must bring their own feed, hay, wheelbarrows, and cleaning tools. Use bedding in the tie-stalls sparingly. Please be sure to properly clean the stalls before leaving to avoid a cleaning fee of \$30.00 per hour. An information sheet on cleaning the Horse Camp is provided to the Group Leader at check-in time.

While at the Horse Camp please ask your campers to follow these rules:

- Park cars in designated areas
- No smoking
- No sitting on horses in the tie-stalls
- Walk your horse in the camp area
- Everyone be responsible for their own stall cleaning
- Dump manure only in the designated area
- Take home unused feed, hay, and bedding
- Drain and clean the stock tank
- Do not tie horses to any water pipes
- Leave the area cleaner than you found it
- Participants shall **only** be transported in areas of vehicles designed for passengers and which contain one seat belt per person

The following items should be included in the medical kit any time you travel with a horse:

- Phone number of home vet
- Thermometer
- Bandage scissors
- Roll of sterile cotton
- Adhesive tape (2")
- Ophthalmic ointment
- Furacin ointment
- Tincture of iodine
- Absorbine Jr.
- Elastic bandage
- Wound fly repellent
- Ear tick medicine
- Bucket
- Flashlight
- Disinfectant (phenol or Nolvasan)
- Hypodermic syringes and needles
- Phone number of Salem area vet
- First aid book or chart
- Tweezers
- Gauze bandages and pads
- Aspirin
- Epsom salts
- Furacin powder
- Cough medicine
- Leg wraps
- Rubbing alcohol
- Fly spray
- Fungicide
- Twitch

Horse Camp group leaders will find additional important program planning information in the following sections: **General Guest Information**, **Program Resources**, and **Risk Management Planning**.

### **Dining Hall Procedures for Family Style Meals**

1. For each meal scheduled, a dining hall crew consisting of at least one adult supervisor and one camper per table is required. The adult supervisor should be familiar with the procedures that follow.
2. The dining hall crew should arrive at the dining hall in time to have the tables completely set before the meal time..
3. For family-style meals, two tables are placed together and 10 chair are arranged around the tables. Set only enough tables to seat your group.
4. The dishes, glasses, and silver needed for the meal are posted on the "whiteboard". All these items are located in cupboards and racks in the dining hall. Don't forget napkins, salt, and pepper. Campers may follow the posted picture signs on the dining hall wall for placing items on the table in their correct locations. When everything else is ready, the kitchen staff will place the cold foods on the serving counter. Please place one of each item on each table.
5. The rest of the campers may come into the dining hall when all the tables have been set. At the first meal, Center staff will orient the group to the dining hall procedures. Plan an extra 15 minutes into your first meal schedule to allow for this orientating.
6. At least one staff member should sit at each table. Each table should also have a "gofer". The "gofer" is the person who will pick up the food platters and serving bowls at the serving counter and bring them to the tables. They will also pick up seconds and deserts.
7. The supervisor should be at the serving counter to hand the food platters to the "gofers" as they arrive. To avoid spilling food each "gofer" may carry only one serving dish at a time.
8. It is often helpful for an additional staff person to be available to assist the supervisor at the serving counter. Keep one single file line of "gofers" moving to the serving table to pick up food, then back to the tables and up to the serving table until all food is distributed.
9. All serving dishes are to be returned to the serving counter before after-meal songs, announcements, or activities occur.

APPENDIX

The following pages should be copied and given to Group Leaders and Participants, as appropriate.

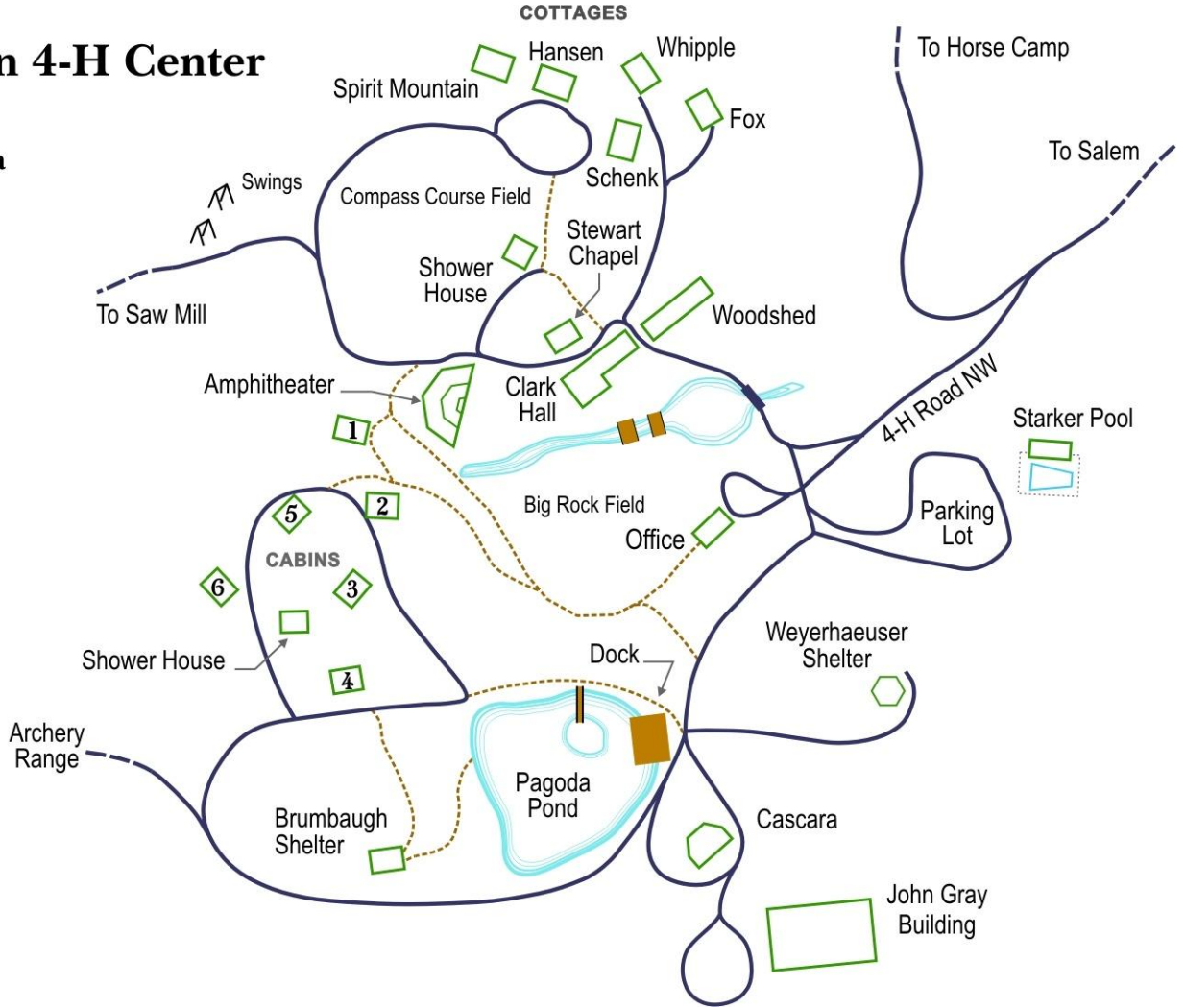
# Oregon 4-H Center

## Core Area

Road ———

Trail - - - - -

Bridge ———



## What Do I Bring With Me To Camp?

When packing, take into consideration the type of camp you will be attending and pack the extra articles you will need to bring with you. If you are in doubt about whether it is appropriate to bring something, ask your camp director.

Things to bring with you:

- Sleeping bag or bed roll
- Pillow
- Night clothes
- Toothbrush & paste
- Brush, comb & shampoo
- Wash cloth & towel
- Personal toiletries
- Sun hat, sun block
- Flashlight
- Weather gear (if necessary)
- Personal medications
- Sturdy shoes
- Extra socks
- Light jacket or warm coat
- Seasonally appropriate clothing
- Personal-size water bottle
- Journal & pen or pencil
- Stationery & stamps (if appropriate)
- Camera

Thing to leave at home:

- Pets
- Electronic games and equipment
- Boom boxes, radios, CD players, Walkman-type tape players
- Food (unless prior arrangements have been made)
- Matches, lighters, and other flammable material
- Firearms and weapons

## **Guest Information**

**PHONE** - A phone is located at the Dining Hall. Groups with food service or using the Nurse's Station may be reached at 503-371-4064. The business office, 503-371-7920, is open from 9:00 am to 5:00 pm, Monday through Friday.

**SMOKING** - Smoking is permitted only at established campfire areas and Cascara Lodge patio.

**BEDDING** - All our facilities require guests to provide their own bedding and towels.

**MEALS** - Meals are served promptly. Setting tables and clearing dishes are the guests' responsibilities. The kitchen staff will go over the procedures with you prior to the first meal.

**ALCOHOL** - Alcohol may not be served or consumed unless the organization responsible for the program has signed a written agreement with the 4-H Center Office. No alcohol is permitted when there are youth registered at the facilities.

**DRUGS** - Illegal drugs are not permitted at any time on the 4-H property.

**PETS** - Pets are not permitted at any facilities. Any pets that mistakenly accompany a program participant must be restrained all times and removed as soon as possible.

**RECREATION** - Recreation and use of aquatic areas, fire circles, fireplaces, volleyball nets, game balls, game fields, and tree swings are coordinated by the Center Office. Contact your group leader for the arrangements made for your group.

**BIKES** - Bikes are not permitted at the 4-H Center.

**GROUND USE** - Trails cover much of our 320+ acres. Guides are available at the Center Office. As you are enjoying nature, do not cross fence lines onto our neighbors' properties.

**RIDING IN VEHICLES** - No person is allowed to ride, either sitting or standing, in the bed area of any truck. The Center Staff will remind those caught doing so that they must either sit in the vehicle's passenger seats or walk. The Center assumes no liability for persons injured while riding in the back area of any pick-up truck or other vehicle that does not provide one seat belt per person in violation of this policy.

**INSURANCE** - Insurance is the responsibility of our guests. None is provided by the 4-H Center.

## POSITION DESCRIPTION: LIFEGUARD HELPERS

### Definition

Lifeguard helpers are adults or teen members over 18 of a camp group who are assigned to help the Center's lifeguard with watching aquatic activities and assist in maintains a safe environment at the pool or canoe pond.

### Responsible to

4-H Center lifeguards  
4-H Center Manager

Number of helpers needed at pool (State Health rules require 1 helper for every 10 or fraction thereof and 1 lifeguard for every 25)

At least one helper is required at the Canoe Pond.

### Specific Responsibilities

- Learn the Center's Swimming Pool or Watercraft Rules and help the Center's lifeguard enforce them
- Before session begins, locate the pool telephone and list of emergency phone numbers or emergency radio at the canoe pond. Also, locate the first aid supplies and emergency rescue equipment. Ask the center lifeguard if you have any questions.
- Stand at the side of the pool or on the canoe dock or as assigned by the Center lifeguard and watch the aquatics activities.
- Notify the Center lifeguard of any unsafe conditions or behaviors.
- Provide names of campers to the Center lifeguard so that he/she can speak with them about their behavior.
- At the request of the Center's lifeguard, take an injured camper to the camp nurse or bring the nurse to the pool or pond if the camper cannot be moved.

## SWIMMING POOL RULES AND REGULATIONS

1. Rental of the pool is by prior arrangement--even for resident camps. Two weeks notice is required. Unauthorized use of the pool may result in denial of a group's pool privileges.
2. Rental of the pool includes one certified lifeguard who is an employ of the Oregon 4-H Foundation per 25 users. Groups may provide an additional certified lifeguard at the pool if they choose.
3. One lifeguard helper from the user group is required for every 10 or fewer swimmers. The helpers are under the direction of the 4-H Center lifeguard to help enforce safe conduct at the pool. The helpers must remain out of the water when they are on duty.
4. Pool users will use the buddy system to enable the lifeguard to quickly account for all swimmers. The lifeguard will hold a buddy check at least every 30 minutes.
5. Swim suits are required. No cut-offs will be allowed in the pool.
6. Pool users are required to shower before entering the pool. Suntan oil, lotion, etc. must be washed off before entering the pool.
7. NO FOOD OR BEVERAGE will be allowed inside the fenced pool area or inside the bath house. NO GLASS containers are allowed.
8. Smoking is not allowed.
9. Anyone appearing to be under the influence of alcohol or other drugs will be asked to leave the pool area.
10. Running or other dangerous horseplay around the pool is strictly prohibited.
11. Inner tubes, air mattresses and toys may be used at the lifeguard's discretion.
12. There are no lockers provided. All money and valuables should be stored in a safe place. The 4-H Center will not be responsible for any money or other valuables lost or stolen at the pool or any other location on the Center premises.
13. The lifeguard is on duty for the protection of the user group. His/her requests must be followed. If an unsafe situation exists and group members refuse to comply with requests to correct the problem, the lifeguard will close the pool.



## WATERCRAFT RULES AT PAGODA POND

1. Watercraft rental is by prior arrangement. Two weeks notice is generally needed, even for resident camps. The watercraft rental is for a minimum of a two-hour block of time.
2. Watercraft rental includes one certified lifeguard who is an employee of the Oregon 4-H Foundation. Groups may provide their own lifeguard for canoes. The requirements are outlined in the Appendix.
3. The lifeguard is on duty for the protection of the user group. His/Her requests must be followed. If an unsafe situation exists, and group members refuse to comply with requests to correct the problem, the lifeguard will close the watercraft session.
4. At least one observer from the group must be present at the pond to assist the lifeguard. No one may use watercraft until an observer is present. At the end of the session, the observer should help the lifeguard secure the canoes to the dock.
5. All boaters must wear fully-secured life jackets.
6. Loading/unloading of watercraft takes place only on the dock.
7. Maximum capacity of the four small canoes is 2 persons. Maximum capacity of the two large canoes is 3 persons.
8. There is to be no water play (ramming or rocking canoes, splashing, standing in, or canoe changing).
9. No fishing when watercraft are in use. **NO EXCEPTIONS**
10. Anyone appearing to be under the influence of alcohol or drugs will be asked to leave the pond area.
11. In the event of an aquatic accident, the lifeguard on duty must complete a report at the Center office. Group members may be asked to provide information for the reports.
12. If a canoer falls into the pond, the lifeguard will take the necessary steps to rescue the individual by:
  1. Instructing person to hang on to canoe & return to dock
  2. Throwing the ring buoy to the person and tow them in
  3. Entering the water to bring person to land, if all else fails
  4. Notifying the Center Office of the situation, once the person is rescued.
13. The Office will contact the Health Care provider or other emergency personnel as needed.

### Sample Camp Registration Form

|  |  |
|--|--|
| Camper Name  | Parent/Guardian(s)                           |
| Mailing Address  | Day Phone:<br>Evening Phone:<br>Other Phone: |
| Emergency Contact Name (If unable to reach above)  | Day Phone:<br>Evening Phone:<br>Other Phone: |
| Email Address  |  |
| Name of Person(s) other than Parents who can pick up camper  |  |
| <p>Optional Ethnicity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hispanic</li> <li><input type="checkbox"/> Not Hispanic</li> <li><input type="checkbox"/> White</li> <li><input type="checkbox"/> African American</li> <li><input type="checkbox"/> Native American</li> <li><input type="checkbox"/> Asian/Pacific Islander</li> <li><input type="checkbox"/> More than one race</li> </ul>  |  |
| <p>Accommodations*: Are there any accommodations that you are requesting for yourself or your child in order to participate in this program? Please describe:</p><br><br><br><br><br><br><br><br><br><br><p>*Accommodations may include (but are not limited to): speech, hearing or vision impairments that may affect participation, behavior disorders or emotional disturbances, abnormally severe moodiness, sleepwalking, the ability to carry heavy objects, participation in strenuous travel or physical labor.</p> |  |

Sample Participant Health Card  
(to be completed by parent, physician, or adult participant)

|   |   |   |
|---|---|---|
| Is the participant under medical treatment? Describe:   | Y | N |
| Does the participant have any history of respiratory illness? Describe  | Y | N |
| Is the participant diabetic?  | Y | N |
| Is the participant subject to seizures of any kind?   | Y | N |
| Is there any medical condition (heart condition, ulcers, etc.) or malformation now existing that may require treatment or affect the participant's participation in this program? (describe)  | Y | N |
| Has the participant had recent surgical operations or accidents or been exposed to infectious disease within the last two weeks? (Please bring notification to the activity if this changes prior to the event)   | Y | N |
| Does the participant have any allergies or dietary restrictions? If yes, please describe:<br><input type="checkbox"/> Hay Fever <input type="checkbox"/> Vegetarian <input type="checkbox"/> Lactose Intolerant <input type="checkbox"/> Nut allergies <input type="checkbox"/> bee allergies <input type="checkbox"/> animal allergies <input type="checkbox"/> Gluten Intolerant <input type="checkbox"/> Other (explain) | Y | N |
| Mental, Emotional and Psychological Health  | Y | N |
| • This camper has an emotional health concern that will impact camp participation   |   |   |
| • This camper has a psychiatric diagnosis such as depression, OCD, panic/anxiety disorder   | Y | N |
| • This camper has a significant life event that continues to affect the camper's life/health  | Y | N |
| ▪ This camper uses an individualized learning plan at school  | Y | N |
| If "yes" was the answer to any of the four statements above, attach a statement from your child's professional (e.g. physician, psychiatrist, therapist) that address the preceding with regard to your child's participation at camp.  |   |   |
| Special Youth Considerations: <input type="checkbox"/> sleepwalker <input type="checkbox"/> bed wetter <input type="checkbox"/> homesickness<br><input type="checkbox"/> other _____  |   |   |
| Name of all medications including over the counter medications:   |   |   |
|   |   |   |

## Sample Camper Code of Conduct

The mission of this program is to teach subject matter and life skills through a process that helps young people meet key developmental needs. To do this program must create an environment that is conducive to learning and growth. Consequently, this program requires that participants adhere to certain standards of behavior and conduct. The following are expected of all members.

- Participants must demonstrate a commitment to the vision, mission, and core values of the Program. Actions not in the best interest of the Program will not be tolerated.
- Show respect and courtesy to other youth, adults, volunteers, and staff.
- Use language that is appropriate and respectful of others. No swearing is allowed.
- No harassment, bullying or hazing, discriminatory language, roughhousing, or insubordination will be tolerated.
- All participants are expected to abide by Federal, state, and local laws. They are also expected to abide by policies and guidelines of the Program.
- Participants are expected to know and follow rules established for specific events and are expected to attend all parts of a planned program.
- Participants in activities or events are not to leave the assigned program area (campsite, campus, cabins, or dormitories) at any time without written permission from the person in charge except when movement to another location is part of the planned program.
- Participants must dress appropriately for the occasion. Many times, dress codes describe what is considered acceptable attire for a specific event or activity.
- Participants are expected to treat animals humanely and provide appropriate animal care.
- Youth old enough to legally operate motor vehicles (including machines and equipment) may do so only with a valid operator's license, and the legally required insurance coverage. Participants must have both authorization from the staff member in charge of the event and parental permission to drive to events. Participants must operate vehicles in a safe and responsible manner. All passengers must wear seat belts.
- Participants must show respect for the property and facilities used during an event or activity and will assume responsibility for any damage they cause.
- During overnight activities, participants are expected to observe hours designated to be in the rooms provided. Boys are not allowed in areas designated for "girls only" nor are girls allowed in areas designated for "boys only."
- Participants will not use tobacco, alcohol, drugs (except those directed by a doctor) or fireworks or remain in the immediate area where these are being used.
- Participants may only handle firearms in secured, designated areas under direct supervision of a trained Shooting Sports Volunteer.
- The Program encourage interaction among peers, but not exclusively with another person. Kissing and other sexual displays of personal affection distract from the group and are not appropriate behavior.

PARENTAL SIGNATURE PLEASE INITIAL AND SIGN BELOW

\_\_\_ AUTHORIZATION FOR MEDICAL CARE

As parent or guardian, if my child needs medical attention, I understand every effort will be made to contact me. I hereby give permission to the medical personnel selected by the person in charge of the event to order x-rays, routine tests, treatment, release any records necessary, and to provide or arrange necessary related transportation for the person named on this form. I hereby give permission to the physician selected by the person in charge of the event to hospitalize, secure emergency treatment for, to order injection, anesthesia, and/or surgery for my child as

named on this form. I will assume all financial obligations incurred if not covered by insurance

\_\_\_ MEDIA RELEASE

- I give permission to use my child's image and voice on videotape, audiotape, film, photograph, or in any other medium, including the World Wide Web for educational, fundraising, or promotional purposes.
- I give permission to release my child's name and hometown to news media for recognition purposes.
- I give permission for my child to participate in and/or complete surveys and evaluations that will be used to determine program effectiveness or to promote the program.
- I understand that participation in surveys and evaluations is voluntary and that my child may choose not to participate in surveys.

\_\_\_ CODE OF CONDUCT

I have read and agree to the Code of Conduct on page 3. I understand that violations may result in loss of eligibility of my child to participate in future events and activities or loss of participation privileges. Violations while participating in events may result in the participant being sent home at the expense of the parent or guardian

\_\_\_\_\_  
parent signature

\_\_\_\_\_  
date

YOUTH SIGNATURE PLEASE SIGN BELOW

MEDIA RELEASE

- I give permission to use my image and voice on videotape, audiotape, film, photograph, or in any other medium, including the World Wide Web for educational, fundraising, or promotional purposes.
- I give permission to release my name and hometown to news media for recognition purposes.
- I give permission to participate in and/or complete surveys and evaluations that will be used to determine program effectiveness or to promote the program.
- I understand that participation in surveys and evaluations is voluntary and that I may choose not to participate in surveys.
- I understand that I will be asked for my verbal assent before completing a survey or an evaluation.

\_\_\_ CODE OF CONDUCT

I have read and agree to the Code of Conduct on page 3. I understand that violations may result in loss of eligibility of to participate in future events and activities or loss of participation privileges. Violations while participating in events may result in my being sent home at the expense of the parent or guardian

\_\_\_\_\_  
Youth signature

\_\_\_\_\_  
date