



November 2018

Dear Potential 4-H Summer Camp Counselor;

As we begin to experience the cooler days of fall, I'm sure that the warm weather of June is the furthest thing from your mind. ☺ However, now is the time to decide if you are interested in applying to serve as a 2019 4-H Summer Camp Counselor. This year, camp will be held June 13-17, 2019 (FIVE DAYS) at 4-H Camp Ohio. So, check your schedule and consider...

If you would like to serve as a 4-H Camp Counselor during this coming year, complete the enclosed application packet and return it to me, no later than **December 14th**. All persons, regardless of previous counselor experience, must complete the application process. However, only new applicants must call 740.670.5315 to schedule an interview between 5:00 p.m. and 8:00 p.m. on Tuesday, January 8th. It is the applicant's responsibility to schedule their interview.

I would encourage all potential applicants to review the enclosed packet carefully. Also note that two reference forms must be completed for each applicant. I would encourage you to not wait until the last minute to make these requests, as they are also due by December 14th. As you have questions, please be sure to ask!

The first Counselor training meeting for 2019 counselors will be held on Wednesday, January 23rd from 6:30 p.m. to 8:30 p.m. at the Extension office. A tentative schedule of activities is included for your review. Prior to completing your application, please review this schedule carefully and insure that you will be able to be an active participant in the counselor training program as you must complete 24 hours of training prior to camp.

If you have questions, please feel free to contact me at your convenience.

Sincerely,



Lisa D. McCutcheon
Extension Educator, 4-H Youth Development

Enc. 2019 Camp Counselor Application Materials

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor

DATE / DEADLINE: Applications are due to the OSU Extension Office no later December 14, 2018.

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages eight through eighteen during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Licking county 4-H program will be strengthened and expanded. Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as role model to campers/peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills

REQUIREMENTS:

- Must be at least 14 years old by the start of camp, and be a 4-H member in good standing.
- Must be able to get transportation to / from meetings and events as needed.
- Must complete a minimum of 24 hours of training. (2 of these hours must be on-site for first time counselors).
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors, complete Code of Conduct, and have current 4-H Health History form on file.
- All counselors must provide two references.
- If the individual is 18+ year old at least two months prior to camp, the individual must have a background check.

SELECTION PROCESS:

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process. All first-time counselors must complete a personal interview, while returning counselors will only complete interview if requested.

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors will typically meet on the first Wednesday and third Tuesday each month (January – June). A complete schedule is included. Counselors are expected to notify the Extension Office if an absence is unavoidable.

TO APPLY:

- Complete the application in its entirety.
- Turn in reference forms from two non-family members.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all materials to the Licking County Extension Office by December 14, 2018.



2019 Licking County 4-H Camp Counselor Schedule

(Updated 11.01.18)

IMPORTANT DATES...

January 8 (Tu)	By Appointment Only
January 23 (W)	6:30 – 8:30 p.m.
February 13 (W)	6:30 – 8:30 p.m.
February 27 (W)	6:30 – 8:30 p.m.
March 1-3	Participation Suggested
March 5 (Tu)	6:30 – 8:30 p.m.
March 20 (W)	6:30 – 8:30 p.m.
April 2 (Tu)	6:30 – 8:30 p.m.
April 17 (W)	6:30 – 8:30 p.m.
April 26-27	Participation Required
To Be Announced	Participation Suggested
April 30 (Tu)	6:30 – 8:30 p.m.
May 10-11	Participation Suggested
May 15 (W)	6:30 – 8:30 p.m.
May 29 (W)	6:30 – 8:30 p.m.
June 4 (Tu)	6:00 – 9:00 p.m.
June 12 (W)	1-5:00 p.m. / 6-9:00 p.m.
June 14-18	Participation Required!
June 19 (W)	6:30 – 8:30 p.m.

TENTATIVE TRAINING / PLANNING EXPECTATIONS...

Camp Counselor Interviews
Orientation / Expectations / Mixers
Age Appropriate Activities / Camp Theme Selection / Bag of Tricks
Session Suggestions / Planning Groups / Program Structure
Teen Leader Weekend (up to 5 credit hours available)
4-H Camp Ohio Staff Visit / Planning Groups
Planning Group Work / Club Visit Opportunities / CCW Materials
Daily Themes / Program Planning / Session Review
Planning / Cabin Preferences Due / Assign Special Events
4-H Camp Ohio Counselor Workshop (Up to 20 credit hours available)
4-H Officer Training School (Up to 3 credit hours available)
Sign Up for Sessions / Planning / Songs & Games / CCW Fees Due
4-H Mini-Camp (Up to 10 credit hours available)
Basic Healthcare / Planning Continues / Shopping Lists / Bag of Tricks
Discipline Issues / Homesickness / Shopping Lists / Planning Continues
Review Schedule and Plans / Bag of Tricks / Songs & Games
Work session (Name Tags, T-Shirts, Cabin Packets, Decorations) Special Health Concerns / Final Preparations / Policy 1.50
4-H Summer Camp (Counselors arrive 1:00 pm. on June 14 th)
Camp Counselor Evaluation Meeting

OTHER OPPORTUNITIES...

Please see Licking County Extension website (www.licking.osu.edu) for additional materials.

February 23-24 (Sa/Su)	Great Opportunity!	MXC – Making Extreme Counselors: State Camp Counselor Training Ohio 4-H Center, Columbus (14 hours available) / <u>DEADLINE</u> : January 31 st
March 9 (Sa)	Great Opportunity	Ohio 4-H Conference, Columbus Convention Center (6 hours available) / <u>DEADLINE</u> : February 8 th
March 23 / April 6 (Sa)	Great Opportunity!	4-H Camp Ohio Winter Workshops (10:00 a.m. – 4:00 p.m.) <u>DEADLINE</u> : Two weeks in advance of event.
May 4 (Sa)	Great Opportunity!	4-H Camp Ohio Tower / Team Challenge Course Training (6 hours available) / Tower (ages 18+) / Team Challenge (ages 15+)
May 3-4 (Fr / Sa)	Great Opportunity!	4-H Camp Ohio High Ropes Training Up to 10 credit hours available (ages 18+)

Total Available Hours: 114 Hours

30 hours (meetings) / 61 hours (Trainings & Events at 4-H Camp Ohio) / 23 hours (Other County & State Opportunities)

LICKING COUNTY 4-H CAMP COUNSELOR APPLICATION

Name _____ T-Shirt Size _____

Age (January 1) _____ Date of Birth _____ (MM/DD/YEAR) Years as 4-H Camp Counselor _____

Home Address _____
(Street) (City) (State) (Zip)

Email _____ Home Phone _____

Cell Phone _____ Is texting an option? (circle) Yes / No

In case of injury or accident, notify:

Name _____ Relationship _____ Phone _____

Why do you want to be a camp counselor? _____

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.) _____

What skills or contributions will you add to the counselor team in making sure camp is successful? (such as First Aid, Babysitter's Course, Recreation, etc.) _____

What hobbies and/or special interests do you have that you would like to share? _____

Please list 2 of your strengths. _____

Why should you be selected to serve as a 4-H Camp Counselor? _____

Describe the characteristics of an excellent Counselor? _____

PREVIOUS COUNSELOR ONLY: Having been a Camp Counselor last year, please explain how you will be better prepared to serve as a Counselor this coming year: _____

PREVIOUS COUNSELOR ONLY: Having been a Counselor last year, what will you do differently this coming year?

Please list two camp themes that you would suggest to be considered for this year's camp:

1). _____

2). _____



Standards of Behavior for Minor Participants Participating in
Activities and Programs with Minor Participants

Minors participating in activities and programs with minor participants sponsored by Ohio State are required to
conduct themselves according to the following standards of behavior. These standards operate in conjunction with
the guidelines and regulations of the specific activity or program.

Minor participation expectations:

- Be responsible for own behavior and uphold high standards for the group and accept consequences for inappropriate behavior
• Support and abide by the group's designated leader
• Practice good citizenship, leadership and self-control
• Follow the direction of activity or program staff and/or leaders
• Demonstrate positive sportsmanship and attitudes at all times which is becoming of a leader
• Show respect to others, be courteous and respectful
• Use appropriate language at all times

The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor
participants:

- Unsportsmanlike conduct, unethical, immoral conduct
• Improper language, e.g., profanity
• Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
• Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
• Boys in girls' rooms/restrooms and vice versa
• Destruction of property
• Violation of established curfew, when applicable
• Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
• Belittling others/putting others down and being disrespectful of individuals' differences
• Aggressive physical behavior, e.g., fighting
• Taking property that belongs to others
• Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State faculty/staff

Violations of the standards of behavior will be handled as follows:

1. If a chaperone is present for the minor involved in the violation, this person will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor
from the activity or program.
3. The minor can/may be barred from participating in future Ohio State activities and programs with minor participants.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, _____, as a participant in an activity or program with minor participants, _____ 4-H Camp
(name of minor, print) (name of activity/program, print)

have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my
actions if I choose not to follow the standards of behavior.

Minor signature Date

I, we _____ have read the standards of behavior and support my minor's participation in the
(parent/guardian, print) activity/program.

Parent/guardian signature Date

4-H CAMP COUNSELOR CODE OF CONDUCT

I, _____ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp. I understand that I am taking on a different role at camp. I am applying to serve other, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

- Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
- Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff)
- Treat other peers with respect.
- Not bully fellow counselors or participate in goat-play or hazing.
- Conduct myself as a positive role model and be responsible.
- Set a good example by not using profanity or telling off-color jokes, and stories.
- As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
- Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, lighters, matches, fireworks, explosives, firearms, weapons, etc.
- No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- Be a responsible cabin counselor and ensure campers are provided guidance towards a safe/fun week.
- Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
 - o Get to know each of the campers personally and by name.
 - o Have all campers, including myself check in any of their medications with the nurse.
 - o Make sure each camper uses personal hygiene.
 - o Make sure that all of my campers are familiar with camp facilities and camp rules
 - o See that all campers are involved in all activities. Make sure no one is excluded.
- Check for illness or injury, but don't make much of a "fuss" about minor things. Go with hurt or sick campers to the nurse no matter how minor the ailment.
- Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
- Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
- Urge safety at all time. Take time to explain how and why to do something safely.
- Work as a team to plan, organize and conduct all camp activities.
- Be flexible with counseling and adult staff.
- Participate in camp promotion.
- Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant's Signature: _____ Date ____/____/____

Parent/ Guardian Signature: _____ Date ____/____/____

REFERENCE FORM

_____ is applying to serve as a camp counselor at 4-H Camp this summer. The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on your knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	Excellent	Good	Fair	Poor	Not Known
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: _____ Date: _____

Printed Name: _____

Relationship to Applicant: _____

Please return no later than December 15, 2017 to:

Licking County 4-H Camp Counselor Reference
 771 E. Main Street, Suite #103, Newark, OH 43055
 FAX: 740.670.5317 / E-mail: mccutcheon.46@osu.edu

Please note: Please submit in a sealed envelope to applicant or OSUE. For questions contact Lisa McCutcheon.

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