



THE OHIO STATE UNIVERSITY

Ohio State University Extension
Licking County

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<http://licking.osu.edu>

October 2019

Dear Potential 4-H 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 2020 4-H Summer Camp Counselor, or a Cloverbud Day Camp Counselor. This year, Cloverbud Day Camp will be held Saturday, June 6th, while Summer Camp will be held June 13-17, 2020 – with both being held at 4-H Camp Ohio. So, check your schedule and consider your options...

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 13th**. All persons, regardless of previous counselor experience, must complete the application process. Interviews will be required of anyone who is interested in being a Summer Camp Counselor, but has not served in that capacity previously. Interviews are also required of anyone wishing to serve as a Cloverbud Day Camp counselor, who has not served as a Cloverbud / Summer Camp counselor previously. Those needing an interview must call 740.670.5315 to schedule an interview. Interviews will be held between 5:00 p.m. and 8:00 p.m. on Tuesday, January 7th. 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 13th. As you have questions, please be sure to ask!

The first Counselor training meeting for 2020 will be held on Wednesday, January 22nd from 6:00 p.m. to 8:00 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.

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

Sincerely,



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

Enc. 2020 Camp Counselor Application Materials

4-H EVENT/OPPORTUNITY: 4-H Summer Camp / Cloverbud Day Camp Counselor

DATE / DEADLINE: Applications are due to the OSU Extension Office no later December 13, 2019.

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages five through fifteen during 4-H camping programs. 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 opportunities
- 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 January 1st (of the year that camp takes place), 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. Cloverbud Day Camp Counselors are not mandated to have 24 hours of training, but should complete any training designated as required prior to camp.
- 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 selected Tuesday and Wednesday evenings 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 13, 2019.



2019 Licking County 4-H CLOVERBUD DAY CAMP Counselor Schedule

(Updated 10.07.19)

IMPORTANT DATES...

January 7 (Tu) By Appointment Only

January 22 (W) 6:00 – 8:00 p.m.

March 6-8 Participation Welcome

May 12 (Tu) 6:00 – 9:00 p.m.

May 27 (W) 6:00 – 9:00 p.m.

June 6 Participation Required

TENTATIVE TRAINING / PLANNING EXPECTATIONS...

Camp Counselor Interviews
Licking County Extension Office

Orientation / Expectations / Get to Know You Mixers

Teen Leader Winter Retreat
4-H Camp Ohio

Basic Healthcare / Policy 1.50 / Activity Planning
/ Campfire Certification
REQUIRED TRAINING

Discipline Issues / Homesickness / Bag of Tricks
Camp Preparation and Final Stage of Planning
REQUIRED TRAINING

Licking County 4-H Cloverbud Day Camp
8:00 a.m. to 5:00 p.m. | 4-H Camp Ohio
REQUIRED ATTENDANCE

OTHER AVAILABLE OPPORTUNITIES...

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

February 22-23 (Sa/Su) Great Opportunity!

MXC – Making Extreme Counselors:
State Camp Counselor Training
Ohio 4-H Center, Columbus
DEADLINE: January 31st

March 14 (Sa) Great Opportunity

Ohio 4-H Conference, Columbus Convention Center
DEADLINE: February 8th

2019 Licking County 4-H SUMMER CAMP Counselor Schedule

(Updated 10.07.19)

IMPORTANT DATES...

January 7 (Tu)

By Appointment Only

TENTATIVE TRAINING / PLANNING EXPECTATIONS...

Camp Counselor Interviews

January 22 (W)

6:00 – 8:00 p.m.

Orientation / Expectations / Get to Know You Mixers

February 5 (W)

6:00 – 8:00 p.m.

Age Appropriate Activities / Camp Theme Selection / Songs & Games

February 19 (W)

6:00 – 8:00 p.m.

4-H Camp Ohio Staff Visit / Planning Group Selection

March 3 (Tu)

6:00 – 8:00 p.m.

Session Suggestions / Planning Groups / Program Structure / Bag of Tricks

March 6-8

Participation Suggested

Teen Leader Winter Retreat (up to 5 credit hours available)

March 18 (W)

6:00 – 8:00 p.m.

Planning Group Work / Club Visit Opportunities / CCW Materials

April 1 (W)

6:00 – 8:00 p.m.

Daily Themes / Program Planning / Assign Special Events / Session List Review

April 14 (Tu)

6:00 – 8:00 p.m.

Sign Up for Sessions / Planning / Cabin Preferences Due

April 17-18

Participation Required

4-H Camp Ohio Counselor Workshop (Up to 20 credit hours available)

To Be Announced

Participation Suggested

4-H Officer Training School (Up to 3 credit hours available)

April 29 (W)

6:00 – 8:00 p.m.

Planning Group Work / CCW Fees Due / Session Planning Meetings

May 8-9

Participation Suggested

4-H Mini-Camp (Up to 10 credit hours available)

May 12 (Tu)

6:00 – 9:00 p.m.

Basic Healthcare / Policy 1.50 / Session Planning / Shopping Lists

May 27 (W)

6:00 – 9:00 p.m.

Discipline Issues / Homesickness / Shopping Lists / Bag of Tricks

June 6

Participation Suggested

Licking County 4-H Cloverbud Day Camp (Up to 8 credit hours available)

June 9 (Tu)

1-5:00 p.m. / 6-9:00 p.m.

Work session (Name Tags, T-Shirts, Cabin Packets, Decorations)
Specific Health Concerns / Planning Group Instructions / Final Preparations

June 13-17

Participation Required!

4-H Summer Camp (Counselors arrive 1:00 pm. on June 14th)

June 18 (Th)

6:00 – 8:30 p.m.

Camp Counselor Evaluation Meeting

OTHER OPPORTUNITIES...

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

February 22-23 (Sa/Su)

Great Opportunity!

MXC – Making Extreme Counselors: State Camp Counselor Training
Ohio 4-H Center, Columbus (14 hours available) / DEADLINE: January 31st

March 14 (Sa)

Great Opportunity

Ohio 4-H Conference, Columbus Convention Center
(6 hours available) / DEADLINE: February 8th

March / April (Sa)

Great Opportunity!

4-H Camp Ohio Winter Workshops (10:00 a.m. – 4:00 p.m.)
DEADLINE: Two weeks in advance of event.

May 2 (Sa)

Great Opportunity!

4-H Camp Ohio Tower / Team Challenge Course Training
(6 hours available) / Tower (ages 18+) / Team Challenge (ages 15+)

May 1-2 (Fr / Sa)

Great Opportunity!

4-H Camp Ohio High Ropes Training
Up to 10 credit hours available (ages 18+)

Total Available Hours: 122 Hours

30 hours (meetings) / 70 hours (Trainings & Events at 4-H Camp Ohio) / 23 hours (Other County & State Opportunities)

**LICKING COUNTY 4-H SUMMER / CLOVERBUD
CAMP COUNSELOR APPLICATION**

Name _____ T-Shirt Size _____

Age (January 1) _____ Date of Birth _____ (MM/DD/YEAR)

Years as 4-H Summer Camp Counselor: _____ / Years as Cloverbud Day Camp Counselor: _____

Mailing 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? _____

I want to be considered for: ____ Cloverbud Day Camp (June 6) | ____ Summer Camp (June 13-17) | ____ Both

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?

PREVIOUS COUNSELOR ONLY: Having been a Counselor last year, what is one NEW thing that you would suggest for camp this year that was not included in the schedule last year?

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

1). _____

2.). _____

3.) _____

**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 others, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the stated 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. My abilities to serve as a counselor are impacted by my behavior both during the training process and camp, but also my actions in my free time.

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 13, 2019 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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