



COUNSELOR TRAINING MANUAL 2019

Session 1

May 24th – Session 1 Counselor Orientation

May 25th – Campers Arrive

May 29th – Everybody Leaves

Session 2

July 30th – Session 2 Counselor Orientation

July 31st – Campers Arrive

August 4th – Everybody Leaves

Direct all questions to:

Kaylie Medansky, Executive Director

Kaylie@SwiftYouth.org

Swift Cell: 480.443.5645

Table of Contents

Introduction.....	3
Counselor responsibilities and expectations.....	5
Policies and procedures.....	7
Emergency procedures.....	13
Camp activities.....	14
Counselor Code.....	15
Packing list.....	16
Sample schedule.....	17
Cabin time request form.....	18
Small group games.....	19

Introduction

Our History

Camp Swift was established in 1980 as a social action program of the Reform Jewish Youth Group SWFTY [Now known as NFTY-SW]. These teens had benefitted from their own experiences as campers at overnight camp, and they created Camp Swift as a way to share the gift of a camp experience with kids who would otherwise never be able to afford it.

Now its own nonprofit organization, the Swift Youth Foundation has grown to offer multiple sessions of overnight camp each year as well as a variety of year-round after school and weekend programs.

Our Camp Philosophy

Camp Swift is designed to provide economically disadvantaged youth with a fun and fulfilling overnight camp experience free from the daily realities they face living in impoverished communities. Our program is designed to create a safe space for campers to try new things, build self-esteem, develop friendships, and bond with mentors – all while having the time of their lives.

We place an emphasis on three focus areas, all of which we strive to provide our campers:

- *Basic Needs:* Campers must have their basic needs met in order for them to be fully engaged. At Camp Swift, we fulfill our campers' basic needs by providing them with a safe space to sleep and play, clothes that enable them to comfortably participate, and food to keep them nourished and energized. As our long-time motto states, we aim to give our campers "All the love they can take and all the food they can eat!"
- *Life Skills:* Kids need to be given the right tools in order to be successful. All of the activities we offer at Camp Swift aim to provide our campers with essential skills for life-long success. All of our activities incorporate the development of important life skills such as character-building, leadership training, goal-setting, teamwork, friendship skills, and communication.
- *Opportunities:* Even the simplest of opportunities can support the future success of a young person. From facilitating positive relationships with their counselors to canoeing to going on an overnight adventure in the forest, we aim to provide our campers with an abundance of opportunities they would not otherwise have.

All of our staff and volunteers share a direct responsibility to ensure these three focus areas are met for each and every camper. We must ensure that we are giving the campers the experience they deserve – the fact that everyone has a blast is just an added bonus!

Who are the campers?

Camp Swift campers are economically disadvantaged youth between the ages of 9-11. Most of our campers come from families that live at or below the poverty line. We work with a variety of community organizations such as a number of Title I schools, Boys & Girls clubs, and homeless shelters. Throughout the year, our providers take note of kids who are working especially hard

and behaving especially well, and select these kids to benefit from the Camp Swift experience. For many of these kids, “nature” is only something they’ve read about in school or seen on TV. Getting the opportunity to attend camp is definitely a life-changing experience for all!

Who makes Camp Swift happen?

With very few paid staff, Swift Youth Foundation relies heavily on the support of our many generous volunteers to make Camp Swift a success. Here is a basic breakdown of how we make camp work:

Paid Staff – We have an Executive Director [Kaylie], an Assistant Director [Mike], and a Development Director [Pamelle] who work year-round to prepare for camp. This includes recruiting volunteers, working with community partners to send kids as campers, planning programs, and so much more.

Support Staff [volunteers] – Our college-age and adult volunteers [most of whom are former counselors] volunteer their time up at camp to help make everything run smoothly. Support Staff volunteers are responsible for facilitating all of our fun activities, preparing all of the delicious meals we serve at camp, and for making sure the counselors and campers have the most positive and fulfilling experience possible.

Counselors – Our counselors are all high school teens who have proven themselves to be positive role models for our campers. Our counselors are the backbone of camp, as they are directly responsible for the safety and experience of the campers.

Counselor Responsibilities and Expectations

What is a counselor?

Being a counselor at Camp Swift will likely be one of the most rewarding experiences of your life. You will work in a cabin team of 3-4 other teens to care for approximately 10-12 campers ages 8-11. Your cabin team will be part of a “unit,” which is made up of 4-5 cabin teams and is led by a Unit Head. The unit heads are all college aged or in their lower 20s and they were all counselors when they were in high school. Their sole responsibility is to ensure your success as a counselor. Your Unit Head is your greatest resource for anything you might need at camp - from giving you advice on how to deal with a difficult camper or helping you prepare a special activity for your cabin.

As a counselor, it is your responsibility to ensure that the campers have the most positive experience possible. Our counselors are our campers’ greatest role models. You will be looked upon as their source of security and their measure of achievement. To campers you are older and wiser, though still close enough to their age to remember what it was like to be a kid. For campers, the counselors and support staff are responsible for helping to create the magic of camp. We help the campers feel welcome at camp by creating a physically and emotionally safe environment in which they can grow and become more self-assured.

The entire Swift staff of counselors and support staff thrives on the sense of pride, personal growth and achievement we experience as we help campers grow. **As Camp Swift staff, we are role models for all of the campers.** They will look up to us and pattern their behavior after ours. What we say and what we do is important. We have to follow the rules, treat people with respect, and insist that our campers do the same. Only when we can be responsible to ourselves, to our campers, and to the entire staff, will we be able to ensure the emotional and physical safety of each and every person at camp. So have fun, but remember how important your role at camp is.

As a counselor, your top 3 responsibilities include:

1. Making sure the campers are safe
2. Making sure the campers are having fun
3. Making sure you’re acting as a positive role model

There will inevitably be times when you question how well you’re doing as a counselor. At any given time during camp, ask yourself:

- Are all of the campers **safe**?
- Are all of the campers having **fun**?
- Are you being a good **role model**?

If you can answer these questions with a “yes” then be assured that the challenges you’re dealing with are really not bad as they might feel. With the help of your co-counselors, Unit Heads, and Support Staff, all challenges can be overcome.

Top Counselor Responsibilities:

1. **Ensure Safety of Campers** – Be aware of your surroundings and monitor all behavior so you can intervene if the safety of a camper is at risk.
2. **Provide an environment in which all campers are having fun** – You are expected to do everything you can (within reason) to create an environment in which all campers can have a positive experience while at camp. This includes participating in every activity, and welcoming campers to do the same.
3. **Serve as an appropriate role model 100% of the time** – Even though it may not always feel like it, all of your actions and interactions are observed and imitated by your campers. Be aware of this, and act accordingly. Know and understand that there is a time and place for everything. Leave outside issues at home, and remember you are here to serve your campers.
4. **Establish relationship of mutual respect** – Know that you need to earn the respect of your campers to be an effective counselor. This is done by modeling appropriate behavior and by treating your campers as important individuals and with respect.
5. **Be clear about your expectations and lead by example** – Establish a set of clear expectations from the beginning and ensure you and your co-counselors consistently enforce and uphold these expectations. Consistency is key!
6. **Make each camper feel special** – Know your campers' names, and pronounce them correctly! Make it a priority to talk to each camper 1 on 1 at least one time per day for at least 3 minutes. Good times to do this: meals, walking between activities, art, hike, etc.
7. **Teach teamwork** – Instill teamwork as a core value of the cabin, and teach campers how to appropriately work together as a team. Make sure campers do the following: treat each other with respect, encourage each other constantly.
8. **Put the needs of your campers before your own*** – Your #1 job is to make sure you are fulfilling the needs of your campers. This requires teamwork with your co-counselors. Never be afraid to ask for guidance or assistance if you feel you are unable to find a healthy balance that enables you to take care of yourself.
9. **Camper supervision** – Ensure that all campers are supervised by at least one counselor at all times.
10. **Learn the individual needs of each camper** – Camp management will share pertinent medical information with you regarding campers, and it is also your responsibility to get to know your campers individually to understand how you can best ensure each camper has his/her own positive camp experience.
11. **Be comfortable asking for help** – The best counselors are the ones who know that they don't know everything – they know when to ask for assistance.

Camp Policies and Procedures

Swift Youth Foundation is dedicated to providing the most meaningful overnight camp experience for our campers and counselors. The conduct of all counselors and support staff members is the crucial factor in the success of our overall camp program. Every counselor and support staff member serves as a positive role model for our campers – your behavior, self-discipline, language and appearance reflect upon Swift Youth Foundation. The guiding principle for all members of the Camp Swift staff should be: **“Is my conduct contributing to the overall goal of providing the campers with a positive overnight camp experience?”**

Everyone signed the Code of Conduct and is expected to abide by it from the moment they leave home to go to camp to the time they get home after camp. The following are the policies you agreed to uphold.

1. Counselors must participate in all appropriate elements of the program as established by the Camp Swift Director and the administrative staff. Counselors may not leave the campgrounds without prior approval from the Camp Swift Director or administrative staff. The Camp Swift Director must approve late arrivals and early departures.
2. Curfews announced at Camp Swift are to be observed. In-camp curfew is defined as being in your cabin with the lights out.
3. Counselors are not permitted to drive to, during, or from the event.
4. The drinking and/or possession of alcoholic beverages is strictly forbidden during Camp Swift.
5. The possession, use and distribution of any illegal substances/drugs during Camp Swift are strictly prohibited
6. The possession and use of weapons or firearms of any sort is strictly prohibited.
7. Vandalism, disturbing the peace or inappropriate behavior during Camp Swift will not be tolerated. Any damage will be the financial responsibility of the person[s] responsible.
8. The possession, use and distribution of tobacco products is not permitted at any time during Camp Swift. This includes any and all e-cigarettes and “vapes.”
9. Counselors are not permitted to use cell phones during the day – cell phones will be stored in a secure location for use only during after-hours.
10. Any act by a Counselor that violates federal, state, provincial, or local law will be a violation of this Code of Conduct
11. Counselors must sign this Code of Conduct, provide complete medical information and release form, complete an event application, and pay required fees to participate in Camp Swift. Only registered counselors may participate in Camp Swift. Unauthorized guests will be asked to leave the campgrounds immediately.
12. Any additional rules pertinent to a specific event shall be announced by the Camp Swift Director or administration and shall be observed as part of this Code of Conduct.

The Camp Swift Director and Administrative Staff reserves the right to search any personal belongings to ensure a drug-free and alcohol-free environment and for full compliance with this Code of Conduct. Any violation of this agreement may result in the Camp Swift Director taking disciplinary action.

Camper supervision policies

1. Counselors must supervise campers at all times. This includes accompanying campers to all activities, evening programs, the infirmary, and the bathroom.
2. A single counselor is never to be alone with a single camper at any time.
3. Counselors are responsible for knowing where all of their campers are at all times.

Swimming

1. Counselors are responsible for knowing the swimming capabilities of their campers and for informing lifeguards of those campers who should receive extra attention.
2. All counselors are required to participate in all swimming activities. Exceptions are made on a very rare basis – if a counselor feels that s/he has a legitimate excuse they must acquire approval from the Camp Director.
3. Counselors must wear appropriate attire for swimming with children. This includes full-piece bathing suits for females and swim trunks for males.
4. Counselors are required to follow all instructions provided to them by the lifeguard and/or Support Staff person in charge of the activity.
5. The pool is only to be used in the presence of a certified lifeguard.

Miscellaneous Activities

1. Counselors are required to participate in all activities with campers. Exceptions are made on a very rare basis – if a counselor feels that s/he has a legitimate excuse they must acquire approval from the Camp Director.
2. Cabin groups must promptly attend all assigned activities. If a cabin group is running behind schedule, one counselor will be sent to the activity to alert the Support Staff person in charge.

Sensitive Issues

1. *Mandatory Reporting* - Per Arizona State Law, all Camp Swift counselors and Support Staff are mandated to report all concerns of child abuse or neglect to their Unit Head or Camp Director, who will work with the volunteer to report the incident.
2. In an effort to create a safe and supportive environment, counselors and Support staff are never to be alone with a child.
3. Counselors and staff members should avoid any behavior or activity that could be construed as inappropriate or sexual which could include: touching, foul or sexual language, indecent clothing, sexual harassment, adult magazines, off-color jokes or games.
4. Digital Cameras and/or cell phones are prohibited in all changing areas.

Child Abuse Policy

Children are entitled to an environment in which their physical and emotional needs are met and threats to emotional and physical security do not exist. Arizona State Law mandates reporting cases of known or suspected child abuse. These laws exist to protect the child. We have a legal

and moral responsibility to report any abuse of a child that has been discovered in camp - whether it happened at home or during camp.

As a member of our staff, you are expected to follow these guidelines at all times:

1. Counselors and Support Staff members must report to the Camp Director immediately if any suspected incident of physical or sexual abuse arises. All reports will be investigated thoroughly and appropriate action will be taken, with discretion and confidentiality.
2. While it is sometimes necessary to intervene physically to reduce or eliminate undesirable camper behavior, it is essential that no threat to the physical or emotional well-being of children be utilized. Corporal punishment in any form is prohibited.
3. Counselors and Support Staff should avoid any behavior or activity that could be construed as inappropriate or sexual which could include: touching, foul or sexual language, indecent clothing, sexual harassment, adult magazines, off-color jokes or games.
4. At no time should the property of campers, counselors, or support staff be the objects of pranks.
5. It is the responsibility of all Counselors and Support Staff to approach unfamiliar persons on the premises to determine their identities and the legitimacy of their presence. Authorized visitors are to be directed to the Camp Office. Unauthorized persons are to be asked to leave the premises; the Camp Director and other appropriate camp personnel are to be notified so that they might follow up.

Discipline/Behavior Management

It is normal for children to push boundaries and test authority. Some will test you just to see how far they can push you and some will do it because they forget the boundaries and need to be reminded. Regardless of intention behind their actions, there will be times at camp when you will need to correct a camper's behavior.

At camp we are members of a community and each community has certain behavioral expectations for its members. The following are some expectations for you to keep in mind when working with the campers.

What to do when a child does not follow directions or acts inappropriately

Bring the child aside and explain what he or she did that was inappropriate or unacceptable.

- Give a warning "if you do that again, there will be a consequence". You may even want to tell the child what the specific consequence will be.
- Follow through with an appropriate consequence.

Appropriate consequences of misbehavior:

- Make sure that the consequence is appropriate for the misbehavior, i.e. if s/he is pushing campers so s/he can be at the front of the line before lunch, an appropriate consequence may be that the camper has to be the last in line at the next meal.
- Give a time out. The child must sit outside the group and think about his or her behavior until a designated time to be determined by you. [ex. 8 years old, 8 minute time out]
- Take away a privilege. For example: getting to shower first, getting to sit next to you in the lodge etc.

- Have the camper write a letter explaining to you (or to another staff member) what he or she did that was disrespectful and why he or she will not do it in the future.
- Send the camper to sit with a Unit Head or Camp Director rather than participating in a special cabin activity. [Even though Director and Unit Heads are really nice people, campers do not like to have to sit with them when the rest of the cabin is having fun together]

Inappropriate consequences to misbehavior:

- Hitting, pinching, punching a child, or threatening to do so.
- Yelling at a child
- Teasing a child
- Embarrassing a child (either publicly or privately)
- Corporal punishment or manual labor. [i.e.: making a child do push-ups or making them pick up rocks and carry them around all day]
- Withholding food or water
- Consistently punishing the entire group for the misbehavior of one child [Taking away a cabin activity, for example].
- Doing something to a child that you would not do if his or her parent were watching.

Hazing and Practical Jokes

Hazing and or playing practical jokes on campers are strictly forbidden at camp. Every camper has the right to feel safe in his or her cabin and you are the person that can create or destroy that type of environment.

Please keep in mind the following:

- DO NOT deliberately scare or intimidate campers. (this includes telling ghost stories as well as physical intimidation)
- DO NOT EVER touch camper's bodies or belongings when they are asleep.
- DO NOT EVER write on campers, put toothpaste or shaving cream on campers or their belongings.
- You may not be physical in any way with campers.
- You may not pull pranks on campers or purposely publicly embarrass them in any way.
- You may not pinch, punch, threaten or intimidate campers—even if you think that you are doing something “in fun”.
- DO NOT go into any cabin other than your own at night, unless there is an emergency
- Unless you are a female counselor assigned to a boys' cabin, you are never to enter the cabin of the opposite sex.
- In addition, DO NOT allow other campers to do any of the above to each other.

Language and Music in the Cabin

As a role model and parental figure at camp we must live up to certain expectations and standards. The way you speak to campers and to fellow staff members is important. We are all a part of establishing a community where people can grow, learn, and feel safe to take personal risks and have fun together. As staff we set the standard and we are the example that the campers will follow. The way we speak to campers and to each other and the way we allow campers to speak to each other can set the tone for the session, not only in your individual cabin, but in the camp in general. We demand that people speak respectfully to each other.

1. Swearing in front of campers or at campers is not acceptable.
2. Monitor the way campers speak to one another. Encourage and demand that campers speak to each other in a respectful manner and treat each other with respect.
3. All campers and staff should speak respectfully of one another regardless of sex/gender.
4. The music that you allow to play in your cabin should also reflect respect for others and should contain appropriate language. No references to drugs, sex, alcohol etc.

Talking to Campers about difficult topics, sex, drugs etc.

It is not our job to educate campers about sex or sexual experimentation. Nor is it our job to educate our campers about drugs or drug use.

Crushes between campers and staff

It is possible that some campers may develop a crush on a staff member. Under no circumstances should this be encouraged or facilitated by any staff member (especially the object of the crush). It is also possible that a staff member may notice a “cute” older camper. As a staff member you are in a position of authority and responsibility; therefore, it is strictly prohibited for you to act upon these feelings or thoughts. **To act upon these feelings or encourage a camper to do so would be abuse of the power and trust which you are given as a staff member.**

Counselor clusters

Definition: two or more staff members sitting next to each other (in any program, activity, or meal) without **at least** one camper in between them.

We do not condone counselor clusters at camp. When you are sitting in a program, there should always be at least 1-2 campers between counselors. In order to maintain control and coverage we as a staff need to spread out among the campers to help facilitate programs. Although tempting, programs, activities, and services are not a time for us to socialize with each other. A program, an activity, or even walking from your cabin to the lodge is a great time for you to get to know campers. Use “after hours” time to socialize with other counselors and Support Staff members.

Frontal and Supportive Leadership

As a counselor you are always a leader whether you are leading a program [frontal] or sitting with the campers as a participant in a program [supportive]. Although the frontal leader may seem more important because s/he is in the front of the group, supportive leaders are also constantly being watched and their behavior is modeled by the campers.

Both leadership types are essential to the success of any given program. Try to be aware of the attitude and behavior you are modeling whenever you assume either role.

Phone Usage at Camp

You may use your cell phones during hours off and after-hours only. Phones will be collected by unit heads each night before bed and stored in a secure area in the infirmary.

After Hours Policies

Counselors put their campers to bed by helping them to get ready, telling a story until their campers are relaxed and, if possible, asleep. Counselors will remain with their campers until the cabin is quiet and a Support Staff member on duty [OD] arrives to release counselors to their Unit Meetings. Each cabin is monitored by the Support Staff OD until the conclusion of unit meetings,

when one assigned counselor is required to return to the cabin to take over responsibility of the campers.

Personal Possessions & Personal Equipment

The Swift Youth Foundation does not require or advise any counselor or Support Staff member to use their own, or a camper's own, personal equipment (camera, iPod, etc.) for camp use. Swift Youth Foundation is not responsible for valuables, cash, or personal effects which a staff member brings to camp.

Medications

Counselors are required to bring all medication to the Infirmary for storage. This includes all over the counter medications such as Advil or Tylenol. Counselors will be responsible for taking and dispensing their own medications, they will simply be stored in the infirmary to eliminate the risk of a camper taking a medication not dispensed by the Camp Nurse or Doctor.

Media Policy

Swift Youth Foundation manages all photography, videography, and social media content. Counselors are not allowed to video, photograph, or record content. Counselors who do not adhere to this policy will be required to remove any unsanctioned media from their electronic devices, manual devices, and/or social media accounts, and may be restricted from returning to future Swift Youth Foundation events.

Post-Camp Contact with Campers

Swift Youth Foundation recognizes that in today's culture there are many ways to remain connected to friends and acquaintances including the use of social media outlets like Snapchat and Instagram. The line of personal privacy is a delicate one and it is our expectation that our counselors and staff will maintain the highest possible standards as the role models they serve as to our campers. Counselors and staff members should be aware that anything they post online about themselves is to be considered public information and while we will not actively seek negative information about our volunteers, if something does come to our attention, we will be forced to take action. This action could be as simple as asking the individual to remove the questionable content and the consequences could be as severe as termination.

In addition, we feel it is important to limit personal contact with Swift Youth Foundation campers and participants outside of their camp experience. There are many ways that communication can be misconstrued and it is for the protection of both staff and campers that we ask for this limit of contact. We request that you do not seek to contact a camper outside of Camp Swift and that you do not specifically seek to be their friend via social media. If a camper requests that you be their friend on a social media platform, we strongly recommend that you ignore that request.

Emergency Procedures

Evacuation

In the event that we have to evacuate the camp premises, the following procedure should be followed:

1. You will be notified of the need to begin evacuation procedures either through the P.A. system, by a loud, long, whistle blown repeatedly, or by camp officials going from activity to activity.
2. Upon notification, immediately gather your campers and your fellow staff members and line up in front of the Lodge like we do before meals. Count to make sure all of your co-counselors and campers are present. If you are missing someone, send one staff member to go looking.
3. When your group is all present and accounted for, you will be instructed to board a camp van or bus.
4. Our rendezvous point in Prescott is the Safeway store at the corner of Copper Basin Rd. and S. Montezuma.
5. In the Safeway parking lot, gather your campers and line up for a re-count to make sure everyone arrived safely, and await further instructions.
6. Infirmary personnel will be responsible for evacuating the Infirmary and bringing camper and staff medical forms with emergency contact names and phone numbers.

Bad Weather

In the event of local lightning, all outdoor activities should be halted and the campers brought indoors.

Fire

In the event of a fire at camp, notify camp officials immediately, and begin fighting a non-chemical fire with water or fire extinguishers which are located in every structure at camp.

The procedure for a fire emergency is similar to the evacuation plan:

1. You will be notified of the need to begin evacuation procedures either through the P.A. system, by a loud, long, whistle blown repeatedly, or by camp officials going from activity to activity.
2. Upon notification, immediately gather your campers and your fellow staff members and line up in front of the Lodge like we do before meals. Count to make sure all of your co-counselors and campers are present. If you are missing someone, send one staff member to go looking.
3. If the fire is in the Lodge, line up at the Barn [sports courts] as a secondary location. If we need to evacuate camp, you will be instructed to follow the evacuation procedures listed above.

Camp Activities

The daytime schedule is filled with fun activities for the campers. At each activity, there will be a Support Staff specialist who has planned and will run the activity. Counselors are expected to supervise and participate in the activities with their campers.

The following is a list of the pre-scheduled activities we offer at Camp Swift:

- Arts & Crafts
- Ropes
- Canoeing
- Cooking/Nutrition
- Gaga
- Hiking
- Swimming
- Frames
- Shaboogie (values)
- Sports
- Rock Wall
- Science

Camper's Choice

On your schedule you will find an hour each day reserved for Camper's Choice. This is the time in the day where campers get to decide which activity they would like to participate in. This allows campers some freedom in choosing their activities at camp. Support Staff and counselors will be assigned to different activities to supervise Camper's Choice each day.

Crazy Keppies

Many of the kids who attend Camp Swift arrive with little more than the clothing on their backs. Throughout the year, Camp Swift collects toiletries and gently used clothes and sleeping bags, which are used to 'stock' Keppies. The campers have the opportunity to go shopping [for free] at Keppies for all of the clothes they need to ensure that they can comfortably participate in all of the activities Camp Swift has to offer. The campers get to keep all of the clothes they get from Keppies, and they even can take some things for siblings and cousins who may not have been selected to attend camp.

Evening Programs

We have three rotating evening programs. Each unit participates in one of the three on the first three nights. On the final night, the entire camp participates in the Camp Swift Carnival to celebrate a great session of camp.

Cabin Time

Cabin Time is an opportunity for co-counselors to work together to plan fun activities to do with their campers. The following is a list of some of the cabin time activities counselors have done in the past, but we welcome you to be creative and to come up with new and exciting activities to run with your campers.

- Paint the Counselor
- Sand Castle Building
- Slime
- Spa Day
- Dance Party
- Tea Party
- Minute to Win It
- Zumba
- Yoga
- Soccer
- Human Foosball
- Basketball

Counselor Code

Being a counselor requires not only an understanding of the camp itself, but also an understanding of children and knowledge of various skills and strategies that need to be used when working with children. The following key concepts will serve as the foundation for being an effective counselor:

1. **USE COMMON SENSE.** Over the course of the session, you will be placed in any number of different situations, each requiring a different sort of response from you. **Think before you act.** Take a moment to "step back" from the situation, and to assess it rationally. Use common sense in determining what action to take. And, most importantly, if you are not sure what to do, **ask for help.**
2. **KIDS COME FIRST.** You are probably not used to having the responsibility of taking care of anyone other than yourself for an extended period of time. Above all else, you are at Camp Swift to ensure that the campers have the best experience possible. In order to make sure this happens, you will need to consider the needs of your campers before your own. This does not mean you should completely disregard your own needs, but you should do what you can to accommodate the kids as much as possible.
3. **STEP OUT OF YOUR COMFORT ZONE.** It is important that we motivate campers to step out of their comfort zones and try all of the new things Camp Swift has to offer. We must be models for doing this because the campers will be as excited to try things as you are. If you act like every activity at Camp Swift is your favorite activity, the campers will be more likely to embrace the full Camp Swift experience. Don't be afraid to act goofy, it gives campers permission to do so as well.
4. **SET CLEAR EXPECTATIONS AND ENFORCE THEM CONSISTENTLY.** Be clear about your expectations. Hold all of your campers up to the same expectations. This prevents you from playing favorites, an important dynamic to avoid. You also need to embody and strive to meet the same standards you set for your campers. You sacrifice your integrity when you break the rules or allow the campers to do so.
5. **BE HONEST & TRUST YOUR FELLOW STAFF WHEN FACED WITH UNCERTAINTIES OR CHALLENGES.** Asking for help is not failure. The failure is not asking for help when situations call for it. When in doubt, trust your Unit Heads and Support Staff, be honest with them about the situation, and get feedback. When you do that, you not only increase the chances of a positive outcome, but you tell the rest of the staff that they are valued. There are many resources for you at camp. Utilize the support structures that have been offered to you.
6. **COMMUNICATION IS KEY.** You will need to be as communicative as possible with your co-counselors if you want to be successful. Make sure that you are constantly communicating with all of your co-counselors so that everyone is on the same page regarding expectations, escalating situations, and even trips to the bathroom. Just as you need to know at all times where all of your campers are, you need to know where your co-counselors are as well.
7. **TAKE ADVANTAGE OF THE TIME YOU HAVE.** Unlike other camps, we only have a few days to make a life-long impact on our campers. Take advantage of the limited time you have with the campers, and utilize any down-time you have to bond with your campers. You will be tired, but remember why you are here, and that you will catch up on sleep.

Packing List

Appropriate Attire

Camp is an outdoor, in the forest, dirt-on-the-shirt kind of place. Bring clothes that you would not mind getting smeared with a little mud or paint. Please dress appropriately. Do not wear anything depicting distasteful messages or inappropriate images. Please refrain from wearing clothing that is particularly tight-fitting, low-cut, or too short.

Packing List – You will be at camp for 6 days and 5 nights, so pack accordingly.

- | | |
|--|--|
| <input type="checkbox"/> Shorts | <input type="checkbox"/> Sleep Wear |
| <input type="checkbox"/> Long pants or sweats | <input type="checkbox"/> Swim Suit (Trunks & Full Piece Suits only please) |
| <input type="checkbox"/> Sweat shirt or Jacket | <input type="checkbox"/> 2 Towels |
| <input type="checkbox"/> Long sleeve shirts | <input type="checkbox"/> Sleeping Bag & Pillow |
| <input type="checkbox"/> Underwear/Socks | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> T-Shirts | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> 2 pairs of tennis shoes | <input type="checkbox"/> Prescription Medications |
| <input type="checkbox"/> Shower Shoes | <input type="checkbox"/> Wrist Watch |
| <input type="checkbox"/> Rain coat or poncho | |

What not to bring:

Weapons: weapons of any kind are strictly forbidden at camp. This includes pocketknives.

Valuables: Swift Youth Foundation is not responsible for the theft, loss, or damage of anything you bring to camp.

Tobacco, vapes, drugs, alcohol, or anything prohibited in the Code of Conduct.

Sample Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:45	Wake Up	Wake Up	Wake Up	Wake Up	Wake Up
8:30	8:00 - Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00		Golden Broom	Golden Broom	Golden Broom	
10:00	Kids Arrive/ Rotation	Shaboogie	Frames	Rock Wall	
11:00		GaGa	Ropes	Swimming	
12:00		Camper's Choice [Oldest Unit Swim]	Campers Choice [Middle Unit Swim]	Campers Choice [Youngest Unit Swim]	
1:00	Lunch	Lunch	Lunch	Lunch	
2:00	Rest Hour	Rest Hour	Canoeing	Rest Hour	
3:00	Art	Swimming	Canoeing	Hiking	
4:00	Sports	Unit Time	Canoeing	Cooking	
5:00	Cabin Time	Unit Time	Science	Café Swift Prep	
6:00	Dinner Prep	Dinner Prep	Dinner Prep		
6:30	Dinner	Dinner	Dinner	Café Swift	
7:30	Game of Life	Decathlon	Overnight	Carnival	

Cabin Time Request Form – Cabin: _____

Please write the name of the activity you'd like to do during each of your cabin times in the appropriate time-slots on the schedule, and provide additional activity info below.

Time	Day 1	Day 2	Day 3	Day 4
10:00	Kids Arrive/Rotation			
11:00				
12:00		Campers Choice	Campers Choice	Campers Choice
1:00	Lunch	Lunch	Lunch	Lunch
2:00	Rest Hour	Rest Hour	Rest Hour	Rest Hour
3:00				
4:00				
5:00				Café Swift Prep

Cabin Time #1: Day: _____ Time: _____ # People in Cabin (including Counselors): _____
 Support Staff Needed: [Circle One] Yes No Specific Support Staff Requested: _____
 Supplies Needed: _____

Cabin Time #2: Day: _____ Time: _____ # People in Cabin (including Counselors): _____
 Support Staff Needed: [Circle One] Yes No Specific Support Staff Requested: _____
 Supplies Needed: _____

Small Group Games

Name Toss

Arrange the group in a circle. One person starts off by saying the name of someone else in the circle, and tossing the ball to them. That person then in turn says the name of a different person, and tosses the ball to someone else who has not yet received the ball. That continues until everyone in the circle has received the ball once. Generally, the objective is to pass the ball around the circle without dropping it. If the ball is dropped, the group restarts until completed without dropping. You can add a "thank-you, [name]" from the receiving person if you like...

One to Ten

Have the group spread out in a large area. The leader gives one instructions [ie shake hands with someone] on "GO" everyone performs the task and then sits down.

The leader then gives the same instruction and then adds another. Continue to add instructions until you reach ten.

Sample

- Shake hands with someone
- Lie down on your back and put your feet in the air
- Run around the leader
- Do a summersault
- Clap your hands five times
- Yawn once
- Play leap frog over four other people
- Do a cartwheel
- Jump up and down 10 times
- Shout hurray

Spirals

Gather group in a circle holding hands. One of the people in the group breaks hands with his neighbor and begins to walk around the circle on the outside, until the group forms a tight circle, giving itself a big hug. After a few minutes of this, the center person will crawl under the arms of all the others. This will make a lot of confusion, but should eventually bring the group together as a line and then circle again.

Stand by me

Have everyone in your group stand around you in some ridiculous pose. Have them freeze and memorize exactly how they are standing. Instruct them that the game never ends and that every time you say, "Stand by me" you want them to get in this exact pose. You will be timing them and doing other things to make it fun and interesting [like saying, "Stand by me" during flag raising, between activities, etc].

Ah Soh Koh

Everyone sits in a circle, and learns the 3 commands and their movements.

1) Ah! – the person says “Ah” loudly, and puts their left or right hand across their forehead in a saluting motion, with fingers pointing at the person next to them.

2) So! - the person says “So” loudly, and puts their left or right hand across their chin in a saluting motion, with fingers pointing at the person next to them.

3) Koh!– the person puts both arms together in front of them in a clapping motion and points to someone else, anywhere in the circle.

The phrases must always go in that order, and each phrase needs its correct hand motion. You go when you are pointed at by someone next to you using “Ah” or “So,” or by someone across from you using “Koh.” When you are “Koh”ed at by someone you start the sequence over again. When someone makes a mistake [ie, goes out of order, uses the wrong hand motion, hesitates in confusion for too long] they are out. When someone gets out, each member of the group puts a hands in the middle with thumbs up, and calls “You’re outta here!” - like a baseball umpire. That person leaves the circle and the group closes in the space. The person who was on right side of the exited person starts the sequence again, by saying “Ah!” and pointing to the left or right. The game continues until there are two people left.

Air Pong

Form two teams each at opposite ends of a table with hands held behind their backs. A ping pong ball is placed in the middle and the teams will try to blow the ball off of the other team’s side of the table. If the ball falls off the side of the table it gets placed back in the middle and play resumes.

Alphabet Actors

Divide players into groups of three or four. The leader then calls out a letter, and the groups must then form that letter using their bodies. The groups can decide if they want to build the letters standing or laying on the group. You can have the different groups spell out words as well.

Auto Trip

Players sit in a circle and are assigned the names of auto parts. [ie. hood, wheel, door, etc.] The storyteller tells a story of an auto trip. As the player tells the story, the parts mentioned get up and follow him/her. When the storyteller yells “Blowout” each player scramblers for a seat. The one left out becomes the next storyteller.

Back Words

Divide the group into teams of 5 people each with pencil and paper. Call out a word which has four or more letters. Each team writes the word vertically down the left side of the paper, and on the right side write the word vertically backwards. Then they have to fill in between the letters to form new words.

Sleeping Beaver

This is a fabulous game to play to calm everyone down, on a rainy day or to keep children occupied if a certain camp leader needs a quick break.

Have the children find a spot in the room/field away from everyone else, and lie down. When the camp leader says "Sleeping beaver" everyone is to lie still and remain as quiet as possible. The last person to move/give up wins.

To make the game more interesting stick stickers to the camper's faces, make silly noises or talk about something ridiculous very loudly to yourself or another camp leader.

Flashlight Limbo

This is just like Limbo. Use a flashlight and turn off all the lights. Have someone take the flashlight and turn it on and hold it straight. Have each player take turns going under, and as the game goes on lower the beam. The winner is the person who can go the lowest.

G-H-O-S-T

The first player says a letter. The next person adds a letter, attempting to spell a word. For example, the beginning of a round might sound like this: "E." "N." "G." "A." The one saying the final letter of a word more than 3 letters long loses. A speller can be "challenged" if the next player doubts that a real word is being spelled. The speller loses if a word cannot be spelled. The loser of each round gets a letter of G-H-O-S-T. The first to lose five times is out of the game.

Ghost (passive)

Three or four players are chosen to be the ghosts. The rest of the group needs to scatter across the playing space and choose a spot to stand in. All players need to close their eyes. The ghosts will roam about the playing space. They will try to eliminate the others by standing close behind the players for 10 seconds without them knowing. If this happens, the ghost will tap them on their head and they will sit down quietly. If a person suspects a person behind them, they would ask, "Is there a ghost behind me?" If they are right then they become a ghost. If they are wrong they are out and should sit down. This is a great game if you want to quiet your cabin down.

Going to a Party

You need at least 2 people that know the game. It starts with someone that knows the game and says 'I'm going to have a party, do you wanna come? Well, you can only come if you bring me a present...' The other person that knows the game will say 'Can I come to your party if I bring a....' There must be something that links all the things, whether it is the number of letters in the word, or that it begins with the same letter each time, or any other link you make up. The game continues until everyone has discovered the link.

Guess Who

It is like the board game guess who. You divide the group into two teams sitting in neatly set up rows of chairs. One person from each team is picked to guess who the judge has in mind from

the other team. [The judges must write the name down as proof.]

The pickers switch off asking yes or no questions [i.e. does he wear glasses]. Anyone who doesn't fit in with the answer must sit down until the picker guesses who.

That team gets a point and two new people are picked and you do it all over again.

Hazoo (passive)

Choose someone to be it and divide the group into 2 parallel lines. The person who is it has to walk down the column without laughing or smiling. The rest of the people, try to make the person laugh without touching them. This game can also be done in a circle and the person in the center can be put in the hot seat. Specific questions can be asked and if successful they become the Grand Pooba.

How long is a minute?

A quick time filler, ideal to calm a group down.

Tell the campers that you are going to time a minute on your watch.

The campers have to raise their hand when they have counted a minute in their heads.

The closest one is the winner.

Indoor Olympics

Using abnormal objects to hold an Olympics. For example using straws for javelins, and balloons for shot puts. Use your imagination to come up with different events. They can be individual or team events.

Indy Five Hundred

The group should be sitting in a circle and numbered 1-4. Give each number a name of a car. (ex. 1's are Porches, 2's are Ferrari's... etc) The game leader calls a car name and those cars have to get up and run around the circle. The first person back to their spot wins. There is a twist to this game. The cars can have things wrong with them as the leader chooses. Some ideas are; FLAT TIRE [Hop around on one foot], RUN OUT OF GAS [Crab Walk], TURBO BOOST [run around], NO MUFFLER [noisy!]...etc

Pac Man

This game is for camps with basketball courts with lines.

1. Spread out group of people around the lines on the gym floor.
2. Pick one or three [depending on size of group] of people to be the "ghosts." They stand on the lines in the middle of the court.
3. The "ghosts" chase down the other "Pac Man" players.
4. Everyone must stay on the lines, no jumping from line to line.
5. When a player gets tagged, they must sit down on the line where they are tagged. They become a road block for all of the Pac Man players. Only ghosts can walk around a road block.
6. The last 2-3 players left standing become the ghosts for the next game.

Pigs Fly

The children should stand in a group facing the leader. Each child should have enough room to make full "flapping" movements with their arms. The leader calls out "Ducks Fly" , "Owls Fly" , "Pigs Fly"...and so on. If the animal that is called out really does fly, the children should continue flapping their "wings". If the animal is the type that does not fly, then the children should stop flapping.

Polaroid

This is like one of those story-building games, only it's all about building an image. Nothing changes or moves. I like to play it with my eyes closed because it's easier to build the image. It's called "Polaroid" because the image develops, like a Polaroid picture. One player starts with anything, like, "a penny." Someone else adds a detail the he or she actually imagines when picturing a penny - a 1978 penny. The next player adds yet another detail. "On a red checkered table cloth." Again, the direction here is not to tell a story, not to try to be cute, but simply to say what you're seeing.

Rainbow Bingo

Make a bingo sheet with 9 different colors. Then hide 9 crayons [of the same colors] around the room. Ask the kids to search for the crayons and color in the bingo sheet as they find the colors. The first to find them all wins and can help others to find the remainder by playing hot or cold.

Sets

Have the kids sit down. Pick two or three kids that have something in common, such as stripes on their shirts, no shoelaces, or the same first letter in their name. Have them stand up. The rest of the kids try to figure out what makes them a "set."

Silly Sally

This is a brain teaser. See how many campers can figure out the pattern without giving it away to anyone else.

Tell your campers that you have a really weird friend named Silly Sally.

Silly Sally likes doors but not windows

Silly Sally likes puppies but not dogs

Silly Sally likes the pool but not water

Silly Sally likes Jeeps but not cars

Silly Sally likes kittens but not cats

Silly Sally likes the floor but not the ceiling

The Secret: Silly Sally likes things that are spelled with a double letter For example, Silly Sally likes doors but not windows because doors has a double letter [oo].

You can create as many variations as you would like. It depends on how long you would like the game to last!

The crazy question game

This works better with older campers. Get all the campers to sit in a circle, and pass out paper ask the campers to write a question on the paper on one side, but not the answer. Collect the papers

and randomly give them back, making sure that nobody has the same question as they wrote. Tell them to write the answer to the question on the back it can be as silly and crazy as they want. After that, collect the papers again and randomly pass them back out. The person that starts off the game will read the question that they got to the person beside them, and they will read the answer on their own paper. That person asks their question to the next person, and so on. You get crazy questions and answers like "Why is the leprechauns only in Ireland?" "Because the flamingo sat on my aunt."

All Together

Ask the group to find a partner and pair up. The pairs sit on the ground with their backs to each other. The partners then reach behind their backs to link arms with each other. When the leader says, "Go," the partners attempt to stand up without separating. The leader can specify that the partners can't talk to make the activity harder.

Alphabet Actors

Divide players into groups of three or four. The leader then calls out a letter, and the groups must then form that letter using their bodies. The groups can decide if they want to build the letters standing or laying on the group. You can have the different groups spell out words as well

Amazing Shrinking Blanket

Explain to the group that because the ground is so cold, you've provided a nice cozy blanket for them to stand on. Spread the blanket on the ground or floor. Ask the whole group get on it so that no appendages are touching the ground off the blanket. Once the group successful completes standing on the blanket, advise them that you've received a report that another group needs half of their blanket to keep their feet warm, too. Ask them get off and fold blanket in half. Repeat the above process as many times as possible. Each time you fold the blanket, the group will need to be more creative (and cozy) to successfully stand on the blanket.

Trust Circle or Willow in the Wind

One person stands in the middle of a circle of 10 - 12 people. This person crosses their arms, closes their eyes, and stays very stiff.

Trust circle participants hold up hands, fingertips touching the person in the center, feet braced in a front-to-back stance [spotting position]. The person is passed gently around the circle.

Note: The participant should choose a person to catch them first. Use the "ready to fall," "fall on" calls!