

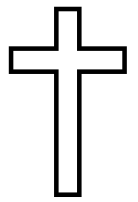


# **FACULTY IN TRAINING HANDBOOK**

Everything you need to know to be  
FiT at Camp Allendale.



# WELCOME TO CAMP!



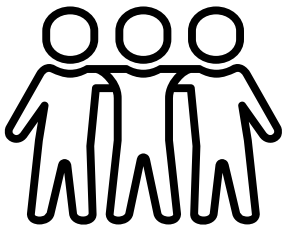
At Camp Allendale, we are more than just a camp—we are a ministry committed to fostering an environment where individuals can grow in their faith and become lifelong followers of Christ. Volunteers like you are a vital part of this mission, and we are deeply grateful for your willingness to serve. Whether you're guiding a small group, offering support behind the scenes, or mentoring campers, you help create a transformative experience for all who attend. By volunteering at Camp Allendale, you are not just helping with camp operations—you are investing in the eternal lives of campers, staff, and everyone involved in our ministry. Together, we will continue to build a legacy of faith, leadership, and service. Thank you for your commitment to serve. We look forward to partnering with you to fulfill Camp Allendale's mission!

## THE MISSION OF CAMP ALLENDALE

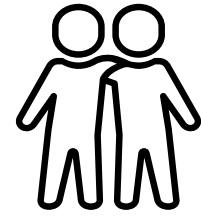
Our Mission Statement is simple: “Camp Allendale exists to provide a dynamic environment for people to engage the Living God.” Our Vision is to create a space where individuals can deepen their relationship with God and each other in a natural, welcoming environment, pursuing excellence in everything we do.

Our Core Values guide our work:

- Exalt Jesus Christ - We aim to provide programs that help individuals grow in their faith and connect with God and others.
- Offer Excellent Service - Everything we do is centered around the spiritual development of individuals. We aim to create excellent spaces where people can encounter God.
- Foster Lasting Relationships - We seek to build meaningful relationships rooted in faith.
- Create a Safe and Interactive Environment - As a volunteer, you're not only providing support—you're modeling servant leadership, demonstrating how to live with integrity, humility, and grace in all aspects of life.



# FIT PROGRAM



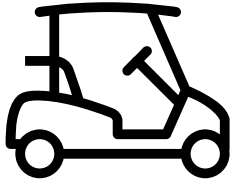
All 16 & 17 year-olds who would like to serve as junior faculty must go through the Faculty in Training Program first. Here are the steps you need to take to apply for the FiT program:

1. Read through this FiT Handbook
2. Complete the FiT Online Quiz. This handbook may be used as a resource while taking the quiz.
3. Register Online for the session(s) for which you are volunteering.

Your role as junior faculty is to be a friend to the campers, provide supervision for their activities, and assist the adult faculty. As a junior faculty member, you are directly responsible to the Program Director that recruited you.

Anytime a camper comes to you with issues concerning baptism, problems at home, reports of abuse or molestation, discussion of sexual orientation or gender identity, or any other such topic, you must immediately bring those issues to an adult faculty member or the Program Director. Please refrain from making recommendations on how they should deal with a current struggle or situation even if you can relate due to your personal experience.

All major discipline of campers should be done by adult faculty. Under no circumstances are you to ever use physical punishment or threats to get a child to behave. Extreme cases should be dealt with by the Program Director



# CAMP RULES



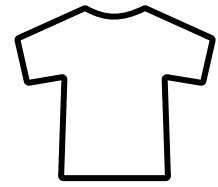
- Hazing or bullying whether through physical or verbal methods may be grounds for immediate dismissal.
- Possession or use of any alcohol, drugs, fireworks, firearms, tobacco or weapons is prohibited.
- Any sexual promiscuity is prohibited. Encourage everyone to use the bathroom stalls for changing clothes.
- No campers nor faculty are to go inside the lodging area of the opposite sex. Immediate dismissal may occur.
- **ALL** medication must be given to the nurse at the beginning of the week. This includes over-the-counter medication and faculty medication.
- Camp Allendale is a **NUT-FREE ZONE**. No nut products of any kind are to be brought on to the campgrounds. This includes faculty-only snack areas.
- Campers are not to have phones or other electronic devices. Junior faculty set the example by not using their phones and should not carry them around camp. Only Program Directors can give permission for campers to call home.
- Water rules will be given by camp staff at the camper orientation and will be enforced throughout the week by the lifeguards. Please respect the lifeguard's authority.
- Golf carts must only be operated by adults (18 or older). Campers are only given rides in case of emergency.
- Please try to keep your session from becoming a distraction to other sessions happening. Do not use amplified sound outside after 10pm.
- Camp curfew is midnight. Buildings are locked at midnight and unlocked at 7am. No one should be outside of the dorms during that time.

## **Music & Portable Speakers:**

While music is a fun and uplifting addition around camp, absolutely no secular music is permitted to be played through sound systems, phones, or portable speakers. Volume levels will remain respectful to ensure an uplifting environment without disruption. If this rule is not followed, you will be asked to turn over any device to the Executive Director.



# DRESS CODE



Due to the active nature of a session of camp and our desire to strive for a modest environment where everyone feels comfortable, campers, faculty, and staff should adhere to the following dress code:

- Shoes must be worn everywhere and at all times except for in the dorms, at the pool, or at the beach.
- Shirts must be worn at all times unless involved in a water activity.
- Please refrain from wearing halter tops, crop tops, or spaghetti straps.
- Shirts should not be longer than shorts.
- Clothing should not expose undergarments.
- Pants/shorts/skirts should not be tight or form-fitting through the hips or legs.
- Any clothing or accessories that advertises the use of drugs, alcohol, cigarettes, or any slogans or symbols that are in contradiction with our statement of faith is prohibited.

**Water Attire:** Guys are not permitted to wear brief swimwear. Girls may wear one-piece or tankini swimsuits offering similar coverage. If suits are worn at other activities or mealtimes they should be covered. Please encourage campers not to wear wet suits all day.



# ENFORCEMENT



Each camper family was provided the dress code at registration in hopes that only clothing within the dress code will be packed.

Family group leaders will be the first line of defense with addressing articles of clothing that are outside of the dress code

Program Directors are responsible for ensuring that the dress code is followed with faculty members.

If you observe an Allendale employee outside of dress code, please notify a full-time Allendale staff member.



# CANTEEN



- We offer two canteen times per day - one in the afternoon at **3:15** and one in the evening at **8:00**.
- Campers are limited to 2 items per visit (1 snack, 1 drink).
- Each item costs one punch on the canteen card.
- Canteen cards may be used for missions offering. Each square is worth \$1 and can be torn off of the canteen card for missions.
- Squares that are torn off the canteen card can only be redeemed as missions offering.
- Each faculty member receives a free canteen card. This complimentary card cannot be used for missions offering.
- A stoplight is located at each canteen and is an indicator of the cleanliness of the campgrounds.
- The stoplight will start and remain green as long as everything is remaining clean - from the dining hall to the dorms and grounds.
- A yellow light means that things are looking messy and if the camp is not cleaned soon, the canteen will be closed.
- A red light means that the camp was not cleaned during the yellow period and canteen is closed for the rest of the week.

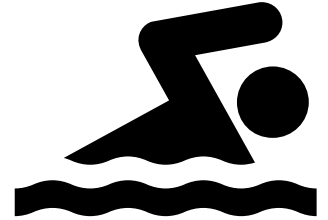
# HOMESICKNESS



- As the family group leaders and faculty in their cabin you will be the first line of defense.
  - Speak with an adult emphasis and do not baby them.
  - Get to know them, set short-term goals for camper: "Let's go do this activity and see how you feel after."
  - Emphasize their value and importance as part of the group. Be enthusiastic about their presence at camp and your desire for them to be here.
  - Your energy is contagious. The more enthusiastic you are about being at camp, the more the campers will be.
- Let your Program Director know if you have a camper who is having a hard time with homesickness.
  - Do not allow a camper to call home without consulting the Program Director

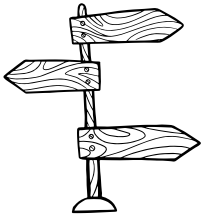


# WATER SAFETY

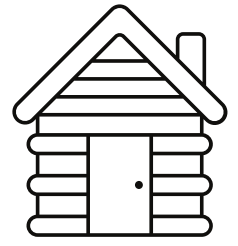


Campers will be given rules for how to stay safe at both the pool and the lake. Please give your respect to the lifeguards on duty at all water activities and set a good example by following the rules.

- Life vests are required for anyone (adult or camper) using watercraft. The maximum capacities for boats are:
  - 3-4 people per jon boat
  - 2-3 people per canoe
  - 1 person per kayak
  - 1 person per corcl (corcls have a 150lb weight limit)
- 1st-4th grade campers are not allowed to blob and therefore faculty of these age groups are not allowed to blob.
- Life vests must be worn when using the inflatable water toys at the lake. They are not required in the swimming area at the lake.
- The inflatable slide can have no more than five people on it at one time. Only one person can go down the waterslide at a time, feet first.
- Only one person at a time on top of the Blob tower. The jumper and the launchee must be within 50lbs of each other.
- Faculty cannot blob campers.
- No running and jumping off of the dock into the water.
- No campers or faculty are to be on the lake after dark.
- Swim tests are required for elementary campers in order to be able to go off of the diving board. They are given at the first swim of the week.



# CABIN POLICIES



- You are expected to be with your campers at all times. State law requires that all campers be supervised. This is especially true in the dorms
- Do not allow campers to take pictures in the dorms or restroom areas.
- Faculty should set the example of modesty at all times. Please be diligent about your dressing habits in front of the campers. Change your clothes in the shower area or toilet stalls and encourage campers to do the same.
- Encourage keeping the cabins tidy throughout the week - this will help prevent lost items.
- Under no circumstances should a camper ever sleep on the floor. Even if they volunteer to do it or really want to do it.
- Please refrain from any pranks during your time here at Allendale. There are many other ways to have fun.
- Personal medications need to be turned in to the nurse. Indiana state law forbids any type of medication in the dorm areas. The camp has many over-the-counter medications available at the nurse's station should you need them. Do not give campers any type of medication. Only the nurse can dispense medicine.
- You are to adhere to the curfew set by the Program Director. Encourage campers to respect lights out time and to get good sleep each night.
- No food should be kept in the dorms.
- Campers should not have matches, knives or anything that could be considered a weapon, or electronics.





# SAFETY POLICIES



- A faculty member should never be alone with a camper. If you must speak with a camper privately, please make sure you are within eyesight of other adults. There is to be no physical punishment for misbehavior of a camper.
- If your family group participates in an activity that requires camp staff (swimming, archery, etc.), you must be present with your group. Campers should never be left unsupervised. This is one of your main responsibilities as a faculty member.
- Every camper and faculty must wear a wristband. You as faculty should set the example for your campers about the importance of wearing the wristband. Visitors for the day should have badges issued by the camp office.
- Please park your car in a camp parking lot and leave it parked the entire time you are here. Under no circumstance should you have campers in your personal vehicle.
- Please watch your campers very carefully concerning harassments, bullying, ridicule (public and private). These issues include treatment by faculty as well as other campers and are not tolerated at Camp Allendale.
- Faculty are discouraged from posting pictures or videos on social media sites. Faculty should not request to "follow" or "friend" campers; you may use discretion on whether you will accept requests that campers initiate.
- Please review and enforce the Camp Allendale Code of Conduct. It is something to be taken very seriously.

# CAMP ALLENDALE CODE OF CONDUCT: EXPECTATIONS OF VOLUNTEERS

As a volunteer, you are a representative of Christ and Camp Allendale. Our expectations are centered around integrity, responsibility, and service. Here are a few key guidelines to keep in mind:

- **Spiritual Integrity:** You are expected to model Christ-centered values, demonstrating respect, kindness, and humility in all interactions.
- **Safety and Responsibility:** The safety of all participants is our highest priority. Please follow all safety protocols and ensure that your actions contribute to a safe, positive environment for everyone.
- **Professionalism:** Volunteers should be punctual, reliable, and communicate effectively. Your commitment to teamwork, respect for others, and accountability is crucial.
- **Commitment:** Volunteering at Camp Allendale is an act of service. We ask that you approach your role with dedication, and if any challenges arise, communicate with your team or leadership in a timely manner.
- **As a Camp Allendale Volunteer, you are also expected to abide by the Code of Conduct.** This Code of Conduct applies to anyone at any time while on Camp Allendale property. Camp Allendale exists to create a dynamic environment for people to engage the living God. Therefore, we must honor Christ through all our actions and interactions. When working with minors, we must consistently uphold the highest standards of behavior, ensuring that our intentions and actions reflect purity and integrity.

Below are clear guidelines for appropriate and inappropriate conduct:

## Physical Contact

### **Appropriate:**

Handshakes and high-fives  
Walking hand-in-hand with younger children  
Brief congratulatory or greeting hugs  
An arm around the shoulder  
Piggyback rides for young campers  
Sitting on the leg (not lap)  
Gentle pats on the head, shoulders, or back

### **Inappropriate:**

Private back rubs, massages, or arm tickles  
Touching private areas (no exceptions)  
Physical contact in anger, frustration, or disgust  
Frontal hugs with the opposite sex  
Sexual embraces or kissing  
Lap sitting  
Physical punishment  
Intimate wrestling or tickling

## Environmental Interactions

### **Appropriate:**

One-on-one interactions in public areas  
Group or public settings  
Private conversations in visible areas with others' knowledge

### **Inappropriate:**

Sitting or lying on a bed with a minor  
Private one-on-one interactions in secluded areas  
Sharing shower or toilet stalls  
Walking around the cabin undressed  
Interactions in unlit areas after dark  
Pranks that damage personal property  
Taking pictures or videos in dormitories or restroom areas

## **Verbal Communication**

### **Appropriate:**

Verbal praise for achievements and positive behavior  
Encouraging words  
Teaching rooted in Scripture  
Conversations about likes, dislikes, struggles, or personal challenges  
Age-appropriate discussions on sensitive topics in gender-based group settings

### **Inappropriate:**

Comments or questions about physical appearance or development  
Sexual jokes, inappropriate innuendos, or bathroom humor  
Swearing or using vulgar language  
Sharing individual secrets or giving special gifts  
Conversations promoting sinful behavior (e.g., drug use, pornography, underage drinking, premarital sex, lying, stealing)  
Harassment, bullying, ridicule, or excessive teasing

## **Reporting Inappropriate Behavior**

If Faculty or Staff Witness:

1. Address inappropriate behavior immediately if it involves a camper.
2. Notify the Program Director if the issue persists or is unresolved.
3. Report inappropriate actions by faculty or staff directly to the Program Director or Executive Director.

If a Camper Witnesses:

1. Report inappropriate behavior by another camper to an adult immediately.
2. If the behavior involves an adult, notify a different adult not associated with your cabin.

## **Consequences**

Violating any part of this code of conduct is grounds for immediate dismissal, whether you are a paid staff member, volunteer, or camper. Such violations can not only lead to misunderstandings but may also result in legal consequences.