

Camp Fire Inland Northwest

Leader's Safety Manual



Camp Fire

Introduction, Our Promise, Core Values, and Program Philosophy

Comment [M1]: Oxford comma

SECTION I. SAFETY IN....

Comment [C2]: ellipsis

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Deleted: Safety in...

Comment [AW4]: Align with rest of page numbers not with chapter heading page number

Deleted: and

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Comment [AW5]: Delete "-" and add colon after "trips"

Deleted: ,

Comment [AW6]: Move entire line to the left a few more spaces

Comment [C7]: Oxford Comma

Deleted: ,

Deleted: ,

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Deleted: &

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Comment [C17]: non-standard use of ambersand

Comment [C18]: non-standard use of ambersand

Comment [M19]: should be "and"

Comment [C20]: or rather than "/" ?

Comment [M21]: Capitalization for titles

Deleted: borne

Deleted: ,

Comment [C22]: added "and"

Leader's Safety Manual



Introduction

Whether you are a club leader, an activity leader, a trip leader, a volunteer that leads programs, or if you are interested in becoming a leader with Camp Fire, this manual is for you! All of the pages within this book contain **the** policies of Camp Fire Inland Northwest concerning the safety of the most important people in our organization – the youth! **These policies** **They** were created to ensure that the experience the youth **has** is fun, but most importantly, SAFE! In creating these policies, the Camp Fire Our Promise, Core Values, and Program Philosophy were always of utmost importance. Please review them whenever creating or delivering a program to make sure we are all working towards the same ultimate goals.

When looking at this manual, it may seem a bit intimidating with the amount of information in it, but don't fret! This manual is not meant to be read cover to cover in one sitting! It is to be used as a type of road map along the path of your adventure of being a leader. It will provide **guidance as road signs to keep you on the safe path and will** serve as reminders to you along the way. When you first receive this, skim through it and become familiar with what is included, but don't feel like you must have it all memorized! When you hit a bump along the road, you'll know where you can look for guidance. Feel free to highlight, mark up, take **notes**, or do whatever to personalize this handbook for the needs of your club or group.

For the purposes of this manual, the following definitions will be used:

Leader: Anyone that is a leader for a group, activity, program, club, etc.; can be paid or volunteer

Program: Any type of program activity including club meetings, campouts, events, crafts, etc.

Participant: Any participant for any program; can be adult or youth, **member**, or non-member

Comment [C23]: added "the" for clarity

Comment [M24]: Entirely agree with C44. Delete "They" and clarify what the subject is.

Comment [AW25]: I agree with the previous two edits and think "they" needs to be deleted. It doesn't clarify enough.

Comment [C26]: They(?) the youth or the guide?

Comment [M27]: Subject-verb agreement with new subject.

Deleted: have

Comment [C28]: Edited for conciseness

Deleted: the

Comment [M29]: Oxford Comma

Comment [M30]: Oxford Comma

Our Promise



Comment [AW31]: Make this the same size as on page 4 in order to match

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins *now*. Light the fire within.

Core Values

Comment [C32]: Software glitch?

- We believe that children and youth are our most precious resources.
- We believe in an approach to youth development that builds assets and empowers individuals.
- We believe that the best youth development occurs in small groups where children and youth are actively involved in creating their own learning.
- We are committed to coeducation providing opportunities for boys, girls, and families to develop together.
- We provide caring, trained mentors to work with children and youth.
- We are inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity.
- We respect and celebrate nature.
- We foster leadership, engaging children and youth to give service and make decisions in a democratic society.
- We provide safe, fun, and nurturing environments for children and youth.
- We enrich parents' and other adults' lives by expanding their skills and urging them to share their talents and build relationships with children and youth.
- We respond to community needs with our programs and expertise.
- We advocate on behalf of children, youth, and families.

Deleted: ,

Deleted: ,

Deleted: ,

Comment [L33]: Inserted Oxford Comma.

Deleted: ,

Comment [C34]: Oxford comma

Comment [L35]: Inserted Oxford Comma.

Program Philosophy

We are youth centered...

- Youth take an active role in determining program content and activities
- Accomplishments are recognized and rewarded
- Personal skill building progressively builds confidence and leadership in youth
- Youth take leadership roles with their peers, with younger youth, and in the community

Comment [C36]: non-standard use of ellipsis

Comment [AW37]: Agree with above edit. This can possibly be deleted

We engage families in fun activities...

- Entire families belong, and join together in fun and exciting activities
- Program includes the family in whatever form it takes in today's society
- Parents, extended family members and members of the community interact with youth and their own parenting and mentoring skills through their relationship with Camp Fire

Comment [C38]: non-standard use of ellipsis

Comment [AW39]: Unnecessary

Comment [M40]: Delete the comma. The and is needed to make a full sentence.

Comment [C41]: delete "and"

Deleted: ,

We are welcoming and inclusive...

- Programs are designed to provide co-education activities
- Youth find a safe and inclusive place to explore the uniqueness of who they are
- Youth develop assets that are essential to the process of building character and maturity

Comment [C42]: non-standard use of ellipsis

Comment [AW43]: Unnecessary

Deleted: Camp Fire p

Deleted: for all youth

We build youth and adult partnerships...

- Youth and adults work together to design, implement, and evaluate what they want to do
- Youth form lasting relationships with adults
- Young people need opportunities to be involved in positive activities with parents, family members, and other caring adults outside the family circle

Comment [C44]: non-standard use of ellipsis

Comment [AW45]: Unnecessary

Comment [C46]: Oxford comma

Comment [C47]: Oxford comma

We provide service to others...

- Youth gain an awareness of the community and its needs
- Youth have an opportunity to participate in the initiation, planning, and execution of service projects
- Young people can make a positive difference in their lives and in the lives of others.

Comment [C48]: non-standard use of ellipsis

Comment [AW49]: Unnecessary

Deleted: <#>Service is a major component of programs¶

Comment [L50]: Inserted Oxford Comma.

Deleted: that meet those needs

Comment [M51]: Keep the "and in".

Deleted: their families and their communities

Section I: Safety in...



Chapter 1:

Safety in...

Programming

Programming is everything we do in Camp Fire. A "program" is defined as "a system of procedures or activities that has a specific purpose." Programming could include anything from the elaborate to the basic. It could be taking a group of Little Stars to the park to play or taking a group of Horizon youth backpacking in Colorado. All of these include activities with a specific purpose. In all the programming we do, there are always things that can be done to ensure not only the safety of participants but also of volunteers, parents, and the environment affected by the activity. This section talks about all of the safety measures that should be included when preparing for any type of PROGRAMMING.

Screening of Leaders and Volunteers

The importance of thorough screening of volunteers cannot be underestimated. It not only affects the quality of Camp Fire programming and impacts outcomes for youth participants, but also helps reduce risks and losses resulting from volunteer action or inaction.

The Council includes the following in their screening process for volunteers:

- Personal interview upon getting started
- Job description
- Applicant Registration
- Volunteer Application & Agreement
- Criminal background check*** (updated every 2 years)(to be completed, signed, and dated by volunteer)
- Three (3) references (updated every 3 years)
- Copy of driver's license to obtain driving record if driving children other than own
- Verification of automobile insurance (copy of card)

Potential volunteers will receive the following information in order to make an informed decision before accepting a paid or volunteer position with the Council:

- Mission Statement, Core Values and Program Philosophy
- Job description
- Requirements for criminal background check***

***Criminal background checks will be processed on all employees and volunteers who have contact with children. Permission to process a criminal background check is obtained from the applicant or prospective volunteer. A Social Security Number and date of birth is required to perform the background check. The Council blackens it out when completed.

In seeking any paid or volunteer position, profile and registration must be completed online.

Comment [C52]: Ellipsis usage non-standard

Comment [L64]: "of" inserted for clarity

Comment [C65]: The usage of the word "programming" sounds as if the client is programming the youth. If instead it means to "develop programs" it should be reworded to be more clear, and less ominous.

Deleted: their

Comment [C66]: "before" rather than "upon"

Comment [E67]: Is this necessary information?

Deleted: (to be completed on-line

Deleted:)

Comment [C68]: Non-standard use of ampersand

Comment [E69]: Extra information is already implied

Deleted: (to be completed, signed, and dated by volunteer

Deleted:)

Comment [C70]: Single asterisk should be used the first time an asterisk is needed.

Comment [L71]: Oxford Comma

Comment [L72]: Already written ?

Comment [C73]: Should add "children" to be more clear.

Comment [L53]: Edited for conciseness

Comment [L54]: Could rephrase sentence for clarity: "These are all activities..."

Comment [L74]: Oxford Comma

Comment [L55]: Edited for conciseness

Deleted: that

Comment [C75]: One * would be more clear

Comment [C76]: One * to match changes (...)

Comment [L56]: Comma added

Comment [L57]: "of" could clarify meaning

Comment [L58]: Edited for conciseness

Deleted: the

Comment [C77]: Double space is inconsistent (...)

Comment [L59]: Edited for conciseness

Deleted: the

Comment [C78]: Number should not be (...)

Comment [L60]: Edited for conciseness

Deleted: that is

Comment [C79]: Double spaced

Comment [C80]: "Social Security number (...)

Comment [L61]: "All" is used quite a bit in (...)

Comment [M81]: online is one word

Deleted: -

Comment [C62]: This is an odd usage of th (...)

Comment [M63]: Regarding C63 - The (...)

Membership and Registration

A person becomes a member of our Council when the registration process is complete and in our database.

The program year begins September 1st and ends August 31st each year. Participant fees are set by the Board of Directors on an annual basis. There is an annual Early Bird time frame.

Leader and Assistant Leader Registration

All clubs must register a minimum of two adults by completing the adult registration process. The fees for all adults volunteering with a club are waived. To be considered a club, you need two adults and at least three children, not all in the same household.

In addition to the on-line registration, leaders and **ALL adults volunteering who have any contact with children** must complete the Background Screening & Consent form to be updated every two years and the Volunteer Application and Agreement form with reference names to be updated every three years.

Youth Registration

New participants may be added at any time during the year for the full registration fee.

All youth participants will be asked to register on-line. They can do that any time after their club is activated. At the end of the registration process, leaders will receive a copy of a registration form of registered participants.

The following information should be secured and confirmed in this process:

- Name, address, phone number
- Email address
- Age and birth date
- Whom to contact in case of emergency
- School and grade
- Demographic information
- Parent/guardian information
- Medical release
- Photo release
- Authorized or unauthorized people to pick up youth

The online registration process gives permission for youth members to take part in Camp Fire meetings and activities.

It gives permission to treat medical emergencies and allows Camp Fire to use photos for marketing purposes. It also allows parent and/or participant to be aware and assume some of the responsibility when participating in a program.

Permission Slips must be used for activities away from your regularly scheduled meeting site, i.e. Campouts, field trips, overnights, etc.

Other Adult Registration and Mailing List

Any adult may choose to register and pay the adult registration fee of \$25. Any adult wishing only to be on the mailing list may do so at no cost just by contacting the Council office.

Participation by Non-Members (Tag-A-Longs)

IMPORTANT POLICY!!!



Camp Fire Inland Northwest created a Release of Liability and Permission to Treat form for those attending an event that are not registered members of our Council. This includes adults and youth.

It is our hope that all participants become registered members, however, if they aren't, we don't want to discourage them from coming.

Please have them sign a Release of Liability and Permission to Treat form prior to coming to the event or make sure they know they will need to sign one at the event.

See Permission Slip & Statement of Release of Liability & Permission to Treat form

Comment [C94]: Use of double emphasis not necessary. Should choose one.

Comment [L82]: Take out "of"

Deleted: of

Deleted: -

Comment [C83]: Double space

Comment [C95]: Need standard subheading

Comment [C84]: Subheads need standardization -- some are not underlined, some are bolded and underlined.

Comment [C85]: Double space

Comment [C86]: Double space

Comment [C96]: This is important, but there are four different uses of emphasis here. It may be a bit too much.

Comment [C87]: Double space and ampersand

Comment [C88]: Need standard subheading

Comment [C89]: Double space

Comment [C90]: Double space

Comment [C97]: Client may consider italicizing titles of forums

Comment [C98]: Client may consider italicizing titles of forums

Comment [M91]: Nonstandard use of ampersand

Deleted: #

Comment [M92]: Nonstandard use of ampersand

Deleted: &

Comment [L99]: Inserted semi-colon

Deleted: ,

Comment [C100]: Client may consider italicizing titles of forums

Comment [C101]: Client may consider italicizing titles of forums

Comment [M93]: online is one word

Deleted: -

Comment [C102]: Non-standard use of ampersand? If it is on the forum -- please disregard this comment

Leader Responsibilities

The program administrator, whether it is the Club Leader or Camp Director, assumes responsibility for the health and welfare of a child when a minor participates in a program without being accompanied by a parent or designated guardian.

The Leader is responsible for:

- **Abiding by the Camp Fire Inland Northwest Ratio Policy.**
- Keeping an open mind.
- **Modeling appropriate behavior for youth.** At no time will adults raise their voice, threaten, name call or use any other form of belittling or intimidation.
- Assuming best intentions first. **All adults** should be given the benefit of belief that she/he made the best decision possible for no malice intended.
- Going to the source **of a problem or concern to receive direct solutions and answers.**
- Resolving conflicts. If you have a conflict with a person, make an appointment to discuss it face-to-face.
- Communicating pick-up and drop-off times with parents.
- **Alcohol is not to be served or consumed** during youth programming at Camp Fire activities. Adults are **not to be under the influence of alcohol and/or any illegal substance** during any youth programming for Camp Fire.
- **Tobacco is not to be used** when in the presence of youth members.

- Staying with youth until an authorized person comes to pick them up. If someone does not come in a reasonable amount of time, parents and/or emergency contacts should be contacted.
- Communicating behavioral issues with the parents.

Also, Leaders are responsible for notifying parents if there is an emergency:

- Related to the inappropriate conduct of other members including fighting, excessive foul language, or sexual misconduct.
- Related to an injury or illness including fever, vomiting, severe headache, sprain, or major cuts.

See Adult Ratio Policy

Tip:
Create a note card for each child containing the name of the responsible parent/guardian and where they can be reached during program hours. Also, list any major medical issues such as allergies, etc. This can be used as a quick reference when picking snack choices or if the parent needs to be contacted quickly. Always have them with you!!

Check in and out Information

The online registration requests information regarding who is, and is not, authorized to pick up youth. The Leader should have copies of their youth's registration form. Specific information on pick-up and drop-off times is usually communicated verbally with parents.

Each child in Camp Fire must have permission from a parent/guardian to participate in a field trip via a permission slip. If there is someone who is **NOT** allowed to pick up a child, this information should be provided in writing on this permission slip and on the registration form.

Parents should notify the Leader if changes need to be made regarding authorized, or unauthorized, people to pick up a child: **Under no circumstances should a child be released to a person that is not authorized to pick up that child. The child's ability to identify a person does NOT authorize them to take the child.**

- **Having a system in place to contact** parents in case of emergency, delays, or weather conditions that may call for a change in times or locations.
- Attending to the care of all the youth at meetings and/or field trips.
- Assuring that all activities are conducted in a safe and prudent manner.
- Having a system in place to pass responsibility of youth from the parent to the leader and back again (for example, a sign in and sign out sheet or visual contact).
- Contacting parents if an unauthorized person arrives to pick up a child (the child's ability to identify a person does **NOT** authorize them to take the child).

Comment [L103]: take out "the"

Deleted: the

Comment [E104]: Emphasis is provided by bolding and listing first.

Deleted: **IMPORTANT:**

Comment [C105]: Double space

Comment [E106]: Edited for conciseness

Deleted: . Each person offers ideas and comments which have value and contributes to a better outcome

Deleted: .

Comment [L107]: Unnecessary comma

Comment [E108]: Edited for conciseness

Comment [C109]: Double space

Deleted: Being respectful. All adults are expected to model behaviors that we are in the business of, teaching youth

Comment [L122]: Oxford Comma

Comment [L110]: Insert comma

Comment [E111]: Edited for conciseness

Deleted: This applies to all forms of

Comment [E112]: Edited for conciseness

Deleted: This means that all

Comment [L123]: Oxford Comma

Comment [L113]: Could insert "with"

Comment [E114]: Edited for conciseness

Deleted: If you have a problem or concern

Deleted: .

Comment [E115]: Edited for conciseness

Deleted: Telephone, mail and email are n

Comment [C116]: Is this common

Comment [L117]: Inserted period

Comment [C124]: Software glitch? This m

Comment [M125]: online is one word, do

Comment [L126]: For consistency's sake,

Deleted: -

Comment [C127]: Double space

Comment [E118]: Edited for conciseness

Comment [C119]: This paragraph has four

Deleted: of the . program. Leaders should

Comment [L120]: Edited for conciseness

Deleted: that is needed while they are

Comment [C128]: Double space

Comment [C129]: Not consistent with other

Comment [C130]: Replace "this" with "the"

Comment [C121]: If this is policy it should

Comment [L131]: Insert "who:"

Comment [C132]: Inconsistent use of

Leaders must have in their possession a copy of the youth's registration which will have health information included.

Leaders should provide maximum supervision at all times. Routine checks on the correct number of participants provide for safety. It also keeps the adults more alert.

IMPORTANT: An adult or leader should never be alone with an individual youth (besides a son/daughter) while out of sight of the group.

See Permission Slip Form

Youth and Adult Whereabouts

In the event of an emergency, everyone on the site must be accounted for including volunteers, parents, guests, leaders, and participants. If a personal emergency should occur, leaders should be able to locate a particular participant or adult quickly.

Methods for knowing the whereabouts of each youth and adult at all times include:

- Head Count
- Counting off
- Sign in/out sheets
- Buddy system

A list of youth and adults should be kept on location and available as needed. The office should be notified of when and where club meetings or other programs are held.

Tip:
At the beginning of the program, have the youth create a "head-count" by either shouting out a sentence (one youth per word) or spelling a word (one youth per letter). This allows the youth to create a sense of pride in their group while allowing the leader to do "head-counts" in a fun way. Time the group and challenge them to do it faster each time.

Training of Leaders

The Council shall provide orientation and training for all volunteers. Volunteers must fulfill training requirements necessary to do their jobs. In a leader's first year, they should receive the following training:

- Intro to Camp Fire (Getting Started)
- Leader's Safety Manual
- Council Risk Management (included in Leader's Safety Manual)
- Other forms as needed
- First Aid/CPR (may already be certified)
- Program-level trainings will include curriculum for: Little Stars, Starflight, Adventure, Discovery, Horizon, and Community Family Clubs (if necessary). It will also include emblems, beads and ceremonies.

When the club has progressed to another program level, a Leader is required to take that program-level training.

Leaders should receive instructions including, but not limited to:

- Names of appropriate council contacts
- Supervision of youth including: knowing where youth are, supervision, and knowing what they are doing at all times.

Tip:
At a ticketed event, have each patron keep their ticket stub on their body in case of an emergency, such as missing person.

- Ensuring other adults know who is in charge if the Leader must step out for a moment or becomes incapacitated (i.e. back-up supervision).
- Identification of things to look or listen for, such as children doing or saying things that alert to possible problems.
- Recognizing signs of physical, sexual and emotional abuse.
- Appropriate and acceptable methods of discipline.
- Consequences of inappropriate behavior of youth and adults.
- Council risk management (included in Leader's Safety Manual).

Records of club kids are kept by the Leaders. The Leader will get copies of the youth online registration forms. The records are updated continually by the Registrar and/or the Facilitator of Club Programs.

Deleted: ¶

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Comment [L133]: "youth" ?

Comment [AW137]: Edited for conciseness

Comment [M138]: Double-spaced

Deleted: the

Comment [L139]: Subject/Verb Disagreement. Use "he/she."

Deleted:

Comment [L140]: "trainings" made singular.

Deleted: s

Comment [L134]: Take out "for"

Comment [C135]: Double space

Deleted:

Comment [E141]: Add Oxford Comma

Comment [AW142]: oxford comma after beads

Deleted: people

Deleted: ¶

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Comment [AW143]: change to: "supervision of youth including: knowing where youth are, supervision, and knowing what they are doing at all times.

Comment [AW144]: take out the word "them" after each verb

Comment [AW145]: oxford comma

Comment [E146]: Edited for conciseness

Deleted: Supervision of youth including not just knowing where youth are but watching them, supervising them, and knowing what they're doing

Comment [AW147]: Removed "the"

Deleted: the

Comment [AW148]: added hyphen

Deleted:

Comment [L149]: Edited for conciseness

Deleted: acting

Comment [AW150]: oxford comma

Comment [M136]: Keep "Tip" boxes consistent. Consider using previous page's style.

Deleted: ¶

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Training of Participants

At the beginning of every program, participants should be reminded of basic rules and procedures that they will be expected to follow. These rules and procedures include:

- Always have at least one buddy at all times when separate from the group.
- Be aware of unauthorized people in the surrounding area.
- Travel with a flashlight and in groups after dark.
- Inform an adult if leaving the group for any length of time.
- Keep security plans for the site used.

Conduct of Participants and Volunteers

Appropriate conduct and behavior expectations of participants and adults are important and should be clearly communicated in order to provide a safe and comfortable environment for everyone.

The following topics are discussed with participants and adults including Leaders:

- Personal safety, including appropriate touching.
- Expectations about appropriate behavior.
- Consequences of inappropriate behavior.
- Reporting inappropriate behavior and confidentiality issues.
- Council risk management policies and procedures (included in Leader's Safety Manual).

Teasing, bullying, verbal, and/or physical threats will not be tolerated against any person or group, even in jest, and the Leader is expected to intervene and report this incident to staff immediately. Corporal punishment (such as spanking) or any form of physical punishment is never allowed.

Leaders also receive information on behavior management with instructions on controlling groups of children.



Comment [E151]: Move second header up to align with first header

Comment [E155]: Move heading up to align with the text in the second column.

Comment [M152]: Period to keep list consistency. Also, end full sentence with period.

Comment [AW156]: change to "participants, adults and, leaders:

Deleted: ,

Comment [E153]: Edited for conciseness

Deleted: ,

Deleted: even for just a short period of time.

Comment [M154]: Add "keep" to make a full sentence and for clarity.

Deleted: S

Comment [L157]: Insert Oxford Comma

Comment [AW158]: this seems to be randomly placed. There's no mention of phones in previous text

Dealing with Complaints

The health, safety and satisfaction of youth and adults are of the utmost importance to the Council. Use the following chart to be able to refer complaints to the appropriate Council person.

Nature of Complaint	1 st Responder	2 nd Responder	3 rd Responder
Registration/fees	Registrar	Program Facilitator	Executive Director
Program/activities	Program Facilitator	Executive Director	Board President
Program delivery staff	Program Facilitator	Executive Director	Board President
Program Leader/Advisor	Program Facilitator	Executive Director	Board President
Candy Fundraiser	Candy Fundraiser Director	Executive Director	Board President
Child Abuse	Program Facilitator	Executive Director	Board President
Supervision	Program Facilitator	Executive Director	Board President
Council Facilities	Executive Director	Board President	
Dart-Lo Facilities	Camp Dart-Lo Director	Executive Director	Board President
Sweyolakan Facilities	Camp Sweyolakan Director	Executive Director	Board President
Transportation	Camp/Club Directors	Executive Director	Board President

Complaints from outside agencies that help with Camp Fire programs shall be directed to the Program Facilitator first, who will, if necessary, refer the complaint to the Executive Director.

Complaints from youth shall be received in the following order:

- Leader/Advisor
- Club Programs Facilitator
- Executive Director

Complaints from youth/adults shall be received in the following order:

- Leader/Advisor
- Candy Fundraiser Director
- Executive Director

Several types of complaints need to always be communicated to appropriate coordinators.

These include:

- Child abuse and/or injuries or medical problems with child participants
- Problems related to candy

Visitors at a Program

To avoid confusion and to provide safety for everyone, procedures for guests should be established and clearly understood by all parties. The following procedures are utilized for guests on the site:

- Guests should sign in and out at a central place that they would logically visit upon arriving to the site.
- Guests are permitted to use office equipment or program facilities after receiving appropriate training and permission.

Participants and Leaders should have a clear understanding of when and how to approach an unknown visitor/intruder and what follow-up steps to take. Participants and Leaders should discuss how such visitors should be treated.

Transportation Policies and Procedures - Youth and Adults

It is important to provide safe transportation for participants by determining who may transport youth and adults and under what circumstances, what safety precautions will be taken, and how accidents will be handled.

The policies concerning transporting participants in private vehicles are as follows:

- Persons transporting youth in private vehicles must provide copies of the following to the Council:
 - Driver's license
 - Proof of insurance coverage for:
 - Liability
 - Bodily injury
 - Property damage
- Any mode of transportation used by participants must be properly licensed, insured and meet all safety regulations.
- Any person transporting Camp Fire youth in a private vehicle must be at least 21 years old and possess the appropriate license for the vehicle being operated.
- Capacity for private vehicles is left to the judgment of the club leader and driver but must comply with state law. The seat belt requirement is one person per belt. They must not be overcrowded with baggage or equipment.
- It is illegal to transport children in the back of a pickup truck or cargo van.

Comment [AW162]: deleted "for the "

Deleted: for the

Comment [L159]: Insert Oxford Comma

Comment [AW163]: Edited for conciseness

Deleted: if

Comment [AW164]: replaced "these" with "such"

Deleted: these

Comment [AW165]: deleted "when", replaced with "and"

Deleted: ,

Deleted: when,

Comment [E166]: oxford comma

Comment [L160]: make boxes bigger to help readability

Comment [L167]: Insert Oxford Comma

Comment [L161]: Edited for conciseness

Deleted: re: candy

Comment [L168]: Insert dash.

- If a child **needs** a car seat, you must have one. It is the responsibility of the driver.
- No cell phone use by the driver while driving.
- Never have one adult and one youth other than their own child in a vehicle.
- The driver is the primary individual for seeing that appropriate rules are followed.
- Privately owned vehicles are maintained in safe operating condition by their owner. Appropriate maintenance cannot be assured by the Council.
- Each driver must have in their car a signed permission slip for that activity from each parent of the child riding in their car. The permission slip will include permission to treat and important health information.

the group. The Council Executive Director should ~~then~~ be notified also.

Copies of driver's license, proof of insurance, and a list of authorized van drivers are kept at the Council Office.

- A regular operator's license is required to drive Council-owned vehicles.
- Council vehicles may not be used for events other than Camp Fire-related business. Typical transporting would be to and from Camp Fire sponsored meetings, activities or events.
- Persons transporting youth in the fifteen-passenger vans must complete the Council van training.
- The van capacity and appropriate ratio is two adults and thirteen youth. No one under eighteen years of age may sit in the front passenger seat.

Comment [AW173]: delete "then" and replace with "also" from end of the sentence.

Comment [M174]: Inserted oxford comma

Comment [AW175]: Oxford comma

Comment [L176]: Inserted dash between "Fire" and "related."

Deleted:

Comment [L169]: Insert dash.

Comment [L177]: Inserted dash.

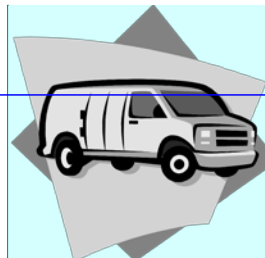
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Council-Owned Vehicles

The Council Designee conducts van training and maintains records of which individuals have completed the training. Vehicle/van training may coincide with Leader training or is scheduled independently with the Council Designee. The Council must have a copy of their driver's license.

Training includes:

- Use of seat belts
- Child restraints
- Defensive driving
- Backing up
- Evidence of skill with the vehicle to be used
- Information on reduction of rollovers
- Responsibilities for control of passengers
- Loading and unloading of passengers
- Illness and/or accident procedures
- Refueling
- Vehicle safety check
- Breakdowns



Comment [L170]: Insert dash.

Deleted:

Comment [L178]: Is this necessary for the audience reading the manual?

Comment [M171]: Remove double-space

Deleted:

Comment [L179]: Move "Tip" box up and bring it in-line with the margins of the text.

Tip:
Choose a site with some "comforts of home" for the first trip...a farmhouse, well equipped cabin, etc. (real kitchen, electric lights and flush toilets really help!)

Before it gets dark, acquaint the

Comment [M172]: First Aid is capitalized

Deleted: aid

Vans used for transporting youth and/or adults are equipped with:

- First Aid kit
- Seat belts for each passenger
- Fire extinguisher
- Jack and spare tire
- Jumper cables
- Directions for step-by-step procedure to be used in the event of a vehicle accident
- Usage log

In case of an accident, call 911. Parents should be notified immediately by the adult in charge of

Trips – Age Level Progression

The progression of the type of trip offered to participants should be based upon the

Comment [L180]: Move "Tip" box up and bring it in-line with the margins of the text.

participant's abilities and past experiences. The basic progression is:

- Meeting-time trips
- Day trips
- Simple overnight trips
- Extended overnight trips

Recommended activities for trip progression in Camp Fire age levels are the following:

- Little Stars – meeting-time trips, day trips (up to a half-day in length), and simple overnight trips with a family member.
- Starflight – meeting-time trips, day trips, and simple overnight trips with a family member or the club.
- Adventure – day and weekend trips.
- Discovery and Horizon – extended trips in or out of the country.



Trip and Travel Readiness

Before planning a trip, use the following checklist to ensure your youth are ready for a trip:

Emotional Readiness

- Is not afraid to be away from home or parents, overnight and parents are prepared to let son/daughter go!
- Wants to go.
- Is willing to sleep, eat, play with all other youth, not just with best friends.
- Can cope with unknowns like:
 - Strange places including bathrooms
 - Darkness and no electricity
 - The woods and night noises
 - Spiders, bugs and worms
- Can manage with little or no privacy.
- Doesn't always have to have own way, can give in graciously.
- Can function as a member of a group.

Physical Readiness

- Has stamina.
- Strong enough to carry own suitcase, bedroll, bucket of water, pot of food, arm load of wood, etc.
- Has strength and coordination needed for planned activities. Can sweep and mop floor, hike "the mile," move tables and chairs, etc.

Has Necessary Skills and Knowledge

- Can plan a simple trip.
- Can read and follow a recipe or a kaper chart.
- Can use kitchen implements: hand operated can opener, grater, peeler, paring knife, etc.
- Can wash dishes and clean up! kitchen/cooking area and store food properly.
- Can cut wood, build fire, build fire place, and/or can operate type of stove to be used.
- Can make bed and clean toilet.
- Knows how to operate flashlight, camera, etc.

Has Experience and Proven Ability

- Has previously followed orders/instructions satisfactorily.
- Has been on a series of day trips, cookouts, and/or to day or resident camp.

Comment [L181]: inserted dash.

Deleted:

Comment [L182]: Inserted Oxford comma.

Comment [L184]: Insert dash between "youth" and "not."

Comment [AW185]: Delete entire first line

Comment [L186]: Insert Oxford Comma.

Comment [L183]: Is this necessary for the audience reading the manual?

Comment [L187]: Maybe insert slash mark instead of comma.

Deleted: and does not tire easily.

Comment [L188]: put comma inside of quotation marks.

Deleted: ,

Comment [M189]: Comma unnecessary. Two items can use "and".

Comment [L190]: Insert period.

Deleted: ,

Comment [M191]: Oxford comma

Comment [M192]: Comma unnecessary. Two items can use "and".

Deleted: ,

Comment [AW193]: Delete "previously" move "satisfactorily"

Comment [L194]: Deleted "has been" because it's already in the sentence

Deleted: has been

- Has done all the camp jobs usually found on kaper charts.
- Has demonstrated (practiced) in club meetings their ability to pack and repack a suitcase, roll and tie a bedroll, etc.

When preparing for a trip, the following Camp Fire and ACA (American Camp Association) standards should be followed:

- There is communication with the Council using the Club Travel Permission Form.
- There is sound planning.
- Travel arrangements are made in advance.
- Business and money matters are worked out.
- Members take responsibility for personal conduct and equipment.
- Everyone knows and observes good health and safety practices.

See Club Travel Permission Form



Trips must meet the following criteria:

- Adequate adult supervision is provided. **Abiding by the Camp Fire Inland Northwest Ratio Policy.**
- Under no circumstances is one to take the members on an outing alone.
- **One adult with First Aid/CPR Certification.**
- Youth meet eligibility requirements for participation (*Trips—Age Level Progression*).
- Youth obtain parental permission with a signed permission slip.
- Youth and adult's physical condition and health is screened prior to the trip.
- Adults with experience and/or training in trips in attendance.
- All safety rules and procedures are reviewed prior to the trip.
- Adults know how to access emergency medical systems during trips.

Emergency Plans need to be Made Before Departure.

- Pre-trip orientation is required for all participants.
- Time is allotted for eating, resting, and personal needs while traveling.
- A parent contact number is available by phone at all times.
- An itinerary and roster of participants is left with a parent AND a Council representative via the Club Travel Permission form.
- Itinerary should include departure, return times and destination routes taken.
- Participants should follow procedures for mingling with the public.
- No alcohol or illegal drugs are allowed.
- When using contract services (i.e. riding stable), ACA standards must be followed. (*contact the Executive Director for more information on ACA standards*)

The Specialized Activity Planning Form should be used when developing programming not planned by the Council.

Activities Requiring Leaders with Specialized Training or Certification

When Camp Fire clubs/groups participate in programs that are not planned by the Council, activities fall into two categories, ones that require specialized training and ones that require persons with specific certifications.

Leaders are required to complete specialized training (or hire persons that are trained) for activities such as:

- Overnights
- Campouts
- Outdoor living skills
- Extended trips
- Low ropes and challenge courses
- Cooking
- Gardening
- Woodworking
- Climbing walls



Comment [L198]: Deleted "are" and inserting "need to be" to make it sound more like a requirement.

Deleted: plans

Deleted: are

Deleted: made

Comment [M199]: Subheading should be capitalized

Deleted: before

Deleted: departure

Comment [L200]: insert "for"

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Comment [M201]: Spacing issues after M205... Spaced to correct.

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¶

Comment [EFD202]: Oxford Comma

Comment [L203]: Make possessive.

Comment [L204]: Another option is to take out "contact number."

Comment [EFD205]: Emphasis issue
Italicize

Deleted: and

Comment [EFD206]: Word was missing.

Comment [L207]: Could add "Note" to distinguish it from other text.

Comment [L195]: Seems like a random photo--could take it out.

Comment [L208]: For the sake of organization, put under "Activities Requiring Leaders with Specialized Training or Certification"

Comment [L209]: Consider using a colon instead of a comma.

Comment [AW196]: Put bold face type first then the smaller font

Comment [EFD210]: Emphasis issue
Italicize only

Comment [L211]: "hire" instead of "secure" for

Deleted: secure

Comment [L212]: Delete photo to save space?

Comment [AW197]: Remove "the"

Water Activities

Leaders are required to secure persons with current **certifications** or other documented experience in activities that include:

- Archery
- Boating, canoeing, kayaking
- Swimming activities
- Horseback riding (helmets must be worn)
- High elements challenge course
- High adventure related activities such as caving, climbing, and rappelling
- Mountain biking (helmets must be worn)

See *Permission Slip*, *Club Travel Permission Form*, *Specialized Activity Planning Form*, and *Program/Activity Checklist*

Alcohol, Illegal Drugs, and Tobacco

The use of alcoholic beverages, illegal drugs and/or being under the influence, is prohibited while involved in any Camp Fire youth activity or on Camp Fire property. When young people and/or nonsmokers are present, Camp Fire activities must provide a smoke-free environment. No room may be divided to allow for smoking and nonsmoking areas. All public areas must be nonsmoking. There may be **designated** areas for smoking, if desired. Current state law prohibits youth under the age of 21 from possessing tobacco products.

Weapons and Firearms

It is the policy of the Council that no weapons or firearms are permitted at Camp Fire events or on Camp Fire property.

Firearms used for program purposes should be under lock, stored separate from **ammunition**, and have controlled access. These should be used only by persons with specialized knowledge and training.

Target sports, including archery, are activities that require specialized knowledge and/or skills and should have a plan regarding qualifications of adult, operating procedures, controlled access, specialized care of **equipment**, and safety signals and commands.

Activities which are in or near water require special planning, extra precautions and specially trained supervision.

General Requirements

- **Must have a certified lifeguard on duty.**
- Adults 18 or older, with current First Aid/CPR certification, must supervise all water activities according to the Camp Fire supervision ratios (*See Adult Ratio Policy*).
- Spotters **must be present and situated both in and outside of the water.** Spotter must be at least 16 years of age and trained to use assistance equipment for the facility.
- Children with special needs may need closer supervision, perhaps one-on-one.
- Adequate **and First Aid** equipment for the type of site and activity must be on hand at all times.

Wading

- Wading must be no deeper than below the knee of the participants. The area must be clearly marked and explained to the participants.
- **Foot covering (tennis shoes) should be worn if there is a danger of broken glass or sharp rocks.**
- **Standards for swimming must be met to enter deeper water.**



Swimming

- **Age/Skill Requirements for one-on-one:** Adult supervision is required for children under age five and children who are unable to walk securely in the swimming area or swim at least 10 yards. The adult providing the one-on-one supervision may not be counted in the supervision ratio of the group.

- **Public Facilities:** Swimming is permitted at public facilities which provide trained personnel with current Lifeguard

Comment [L220]: Delete these spaces to save room?

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Comment [L221]: Insert Oxford comma.

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Comment [L222]: Italicize for emphasis

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Comment [EFD213]: Emphasis issue
Italicize only

Deleted: are recommended during all water activities and

Deleted: should be located

Comment [EFD214]: Oxford Comma

Comment [E223]: Edited for conciseness

Deleted: A s

Comment [L215]: Insert Oxford Comma.

Deleted:

Deleted:

Comment [L224]: Added dash.

Deleted: life

Deleted: saving

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Deleted: a

Comment [EFD216]: Oxford Comma

Comment [L217]: take out "for."

Deleted: for

Deleted:

Comment [L225]: Consider taking this out.

Comment [EFD226]: Two separate words

Deleted: If there is potential to wander in to deeper water, the

Deleted: s

Comment [E227]: Edited for conciseness

Deleted: .

Comment [EFD218]: Oxford comma

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Comment [EFD228]: More clarification, less confusion.

Deleted: -

Comment [EFD219]: Oxford comma

Comment [L229]: Delete these spaces to save room?

Comment [L230]: Use same formatting as other sub-headings.

Certificates. The Camp Fire adult supervisor must be sure that group members know and follow the rules of the facility.

- **Non-Public Facilities:** When a swimming activity is held away from a public facility (i.e. private pool, lake, river or saltwater beach), one Lifeguard must be on duty for every 20 swimmers. The Lifeguard must have a current Lifeguard Certificate. The Lifeguard may not be counted as one of the supervisors required for water activities.
- The Camp Fire leader will:
 - Assess water and weather conditions to identify hazards and determine appropriate activities.
 - Be sure that group members know and follow the rules.
 - Make sure swimming boundaries are established and that youth are aware of them.
 - Utilize the buddy system and periodically conduct buddy checks.

Private Boating

- All participants should be able to swim.
- **All participants (youth and adult), must wear a Coast Guard approved life jacket.**
- An adult trained in operating water-craft must supervise all boating activities and orient all participants with the boats, their use, and safety.
- Activities in any small craft (i.e. canoe, rowboat, kayak) must be supervised by a Certified Lifeguard.
- The craft must be properly registered, in safe condition, operated with prudent care and caution, and carry the US Coast Guard required equipment for recreational boats.
- Coast Guard capacity requirements must be followed in loading and operating a boat. On boats with no capacity plate, use the following formula to determine the number of persons you can safely carry in good weather conditions: Length times width divided by 15 equals the capacity.

See Safety Standards Policy

Club Camping

- **IMPORTANT: ALL adults must be registered and have a background check and references.**

- The adult/child ratios as described in the Safety Standards Policy apply to all camping trips.
- One adult must be at least 21 years of age.
- One adult must be certified in our council's Outdoor Training.
- An application for club camping must be submitted to the council office two weeks before the planned trip using the Club Travel Permission form.
- Arrange adults so they will be sleeping in participant cabins with younger youth. In units housing older participants, Leaders should either be in the same sleeping facility or very close by.
- **An adult should never sleep alone in a tent with an individual youth (besides their son/daughter).**
- One adult with a current First Aid/CPR certification must accompany the club. If any parent or adult on the camping trip is a nurse, doctor or EMT, then the First Aid requirement is satisfied.
- Current permission slips for all youth participants must be signed and returned to the leader prior to leaving on the trip.
- Each driver must have in their car that signed permission slip for that activity from each parent of the child riding in their car. The permission slip will include the permission to treat and important health information.
- No person shall harm, deface, destroy, remove, or collect any plant, animal, or inanimate objects without prior expressed permission of the site Manager/Director.
- Always camp in designated camping areas unless you are an experienced camping club.
- Always leave a site cleaner than you found it and leave natural surroundings in their natural setting.

See Club Travel Permission Form and Safety Standards Policy

Hazardous Materials

Poisons include bleach, cleaning agents, insecticides and weed killers. Some craft supplies and other substances labeled poisonous may be used in program areas, kitchens, maintenance areas or health facilities. Hazardous, flammable, poisonous and explosive materials may be mistaken for other substances, especially when not labeled and stored where usage cannot be supervised and/or controlled. It is understood though, that many times these types of materials are used for various program

Comment [AW231]: This page is too off. Visually it is all over the place. Spacing is off and I think the image should be moved over in order to bring this side under it's heading on the left column

Comment [L232]: Use same formatting as other sub-headings.

Comment [EFD233]: Introductory clause needs to be separated by a comma

Comment [L234]: Edited for clarity

Deleted: This

Comment [L235]: take out "the"

Deleted: the

Comment [L240]: "the" inserted

Comment [EFD241]: If/then

Deleted: -

Comment [L236]: edited for clarity

Deleted: oriented

Deleted: to

Deleted: MUST WEAR

Comment [EFD237]: Emphasis is bolded

Comment [L238]: water-craft" for clarity.

Comment [E239]: Edited for conciseness

Deleted: age 18 or older, who is trained in the operation of the craft and has experience in the use of the craft and the water conditions in which the activity will take place,

Comment [EFD242]: Additional information separated by comma

Comment [E243]: Edited for conciseness

Deleted: All natural features at camp properties, especially living plants and animals, are considered important components for the natural environment and the property. To protect camping sites, n

Comment [EFD244]: Oxford Comma

Comment [L245]: Use "state."

Comment [EFD246]: Delete subheading, because this paragraph introduces "Hazardous Materials". This style is consistent with the rest of the document. Also, this removes redundancy.

Deleted: Storage of Hazardous Materials

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Comment [L247]: Insert Oxford Comma.

Comment [L248]: Insert Oxford Comma.

Comment [L249]: Insert Oxford Comma.

purposes. It is imperative that the storage and handling of hazardous, poisonous and/or flammable liquids or materials for program use are managed by appropriate persons and the following procedures are followed:

Storing **Hazardous** Materials

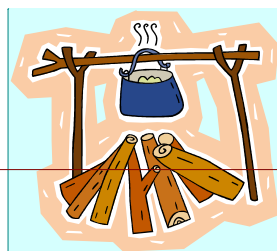
- Lock supplies in a storage area whenever possible.
- Post safety and operating instructions for dangerous material.
- Label and store flammable materials in a dry, well-ventilated area out of reach of young children.
- Use supplies for their intended purpose only.
- Never use gasoline as a paint solvent.
- Keep solvent or oil-soaked rags in waste cans that meet fire safety codes and are emptied after use.
- Cover containers of solvents because they evaporate quickly and inhalation can be hazardous.
- Read manufacturer's labels before product use. Use in well-ventilated areas only. Do not expose to a flame.
- Label all containers as to content and procedures for use and disposal.

Handling **Hazardous** Materials

- Use materials that are purchased from reputable sources. Product labels clearly indicate what the material is and how to write or call the manufacturer.
- Do not use donated or discarded material when ingredients are not known; very old or unlabeled materials may be toxic and should not be used.
- Protect youth from materials and chemicals that may provoke allergies.
- Use materials only after youth have received adequate safety instruction.

Preventing Food **Borne** Illness

For Camp Fire clubs/groups that include cooking in their programs (either indoors or outdoors), the following procedures should be followed:



Comment [L253]: Image relevant? Important?

Comment [EFD250]: Repetition emphasis danger

Food Preparation

- Review health considerations, including the importance of keeping utensils, food preparation surfaces and hands clean, cooking meats thoroughly, refrigerating perishables, and using clean water when preparing food.
- Maintain discipline in the cooking area to prevent accidents with hot food and sharp utensils.
- No person with a skin infection, a cold or a communicable disease should participate in food preparation.
- Three safe ways to thaw meat and poultry include:
 - in the refrigerator
 - during the cooking process
 - in a microwave oven
- **Never** thaw at room temperature.
- Store hot foods at 140° F or above.
- To cool foods, place immediately in refrigerator or freezer.

Comment [L254]: Insert Oxford Comma.

Comment [EFD255]: Insert "food items" before "perishables"

Comment [EFD251]: Repetition emphasis danger

Comment [EFD256]: Emphasis is bolded

Deleted: NEVER

Food Storage

- Store perishables such as creamed foods, pudding, dairy products, poultry, meats, and salads at or below 40° F in a refrigerator or insulated cooler with ice in it. If this is not possible, use powdered, dehydrated, freeze-dried, or canned foods.
- Use safe water to reconstitute foods. Once reconstituted, eat perishable items within one hour or refrigerate them.
- Do not cross-contaminate items during storage.

Comment [EFD257]: Oxford comma

Comment [EFD258]: Oxford comma

Comment [L259]: Consider using a more well-known word.

Comment [EFD252]: Capitalize all words in heading

Deleted: borne

Cleaning and Sanitizing Work Surfaces

- Use wiping cloths to clean food contact surfaces, tables, cutting boards, and equipment.
- Store wiping cloths in a clean, sanitizing solution. Never add soap to the solution.

Comment [C260]: Text needs formatting to match column one height

Comment [L261]: Consider using a colon.

Comment [E262]:

Comment [EFD263]: Oxford comma

- Use a different wipe cloth for cleaning up after raw meats. Do not use the same cloth to wipe tables and other counters.
- Chemicals such as bleach should be used to sanitize.

Dishwashing Tips

- Remove food particles from utensils and dishes.
- Wash in hot, soapy water.
- Rinse in warm, clear water.
- Sanitize by rinsing for at least one minute in a sanitizing solution such as bleach.
- Air dry and store in a clean, covered area.
- Each person should have an individual drinking cup.

Note: Human hands are a primary means of contaminating foods. Hand washing will help prevent the spread of dangerous bacteria and other microorganisms.



Candy Fundraiser Safety

To ensure a safe candy sale, it is the Council's responsibility to distribute safety information to leaders/advisors and parents. It is in the Candy Fundraiser Guide that goes to all club kids. This information is also published and distributed in the Sales and Sense Curriculum available throughout the year.

The curriculum for Sales and Sense includes:

- Goal setting for clubs and individuals
- Sales tips ~~and~~ practicing sales
- Safety and candy handling rules
- Activities based on safety procedures, managing money, and other related topics

Leaders should also be aware that:

- All participants are ~~required~~ to be registered members of our Council.
- Parent permission forms are ~~required to~~ check out candy.
- It is the leaders' and parents' responsibility to enforce safety rules stated in the Sales and Sense curriculum. Consequences of breaking the rules should be clearly stated and distributed.
- Complaints about candy sold by youth should be referred immediately to the Candy Fundraising Director who will speak with the complaining individual.
- Sellers and consumers should be informed that you will cheerfully replace their candy or refund their money if there is any indication that the package is not satisfactory.



Comment [E266]: Edited for conciseness

Deleted: In order t

Comment [L267]: Unconventional to use symbol here.

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Comment [L264]: Inserted "Note" for clarity

Comment [EFD268]: Emphasis is bolded

Deleted: **REQUIRED**

Comment [EFD269]: Emphasis is bolded

Deleted: **REQUIRED**

Deleted: before a child can

Comment [E270]: Edited for conciseness

Comment [C265]: image placement to be in awkward

Comment [C271]: Image placement is better here

Copyrights and Royalties

The Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, states that all home videocassette exhibitions outside one's personal residence are "public performances" and mandates they be licensed. Noncompliance is subject to the penalties of the Federal Law.

Comment [AW272]: It seems that Copyrights and Royalties should go at the bottom of the page after all the information.

Fundraising

- All club members are expected to support the **Council** financially by participating in the Candy Fundraiser.
- Club fundraisers may not be held during the Candy Fundraiser.
- Money earned in a club fundraiser belongs to the Club Treasury, not to individual members.
- A club must fill out **the Fundraising Application** and get **it** approved by the Executive Director prior to the fundraiser.
- If your fundraiser is using a business partner, you must submit a copy of the agreement with your request.
- As soon as the money-making project is completed, the Club Fundraising Summary must be submitted to the Council Office.

Comment [EFD273]: Council is a title. This also keeps with consistency of the rest of the document.

Deleted: council

Comment [EFD274]: Sentence structure

Deleted: the Fundraising Application

Deleted:

See *Club Fundraising Guidelines, Application & Summary*

Comment [L275]: Non-standard use of & and inconsistent with rest of document.

Sponsorships

- Club must obtain prior approval from the Executive Director of the Sponsorship before soliciting for cash.
- Money earned on any Club sponsorships belongs to the Club Treasury, not to individual members.
- Appropriate Club sponsorship requests are: events/activities, program supplies, uniforms, Council membership fees, a meeting place, camping equipment, etc.
- Club sponsorship solicitation is **not** acceptable during the Candy Fundraiser.

Comment [EFD276]: Header/content spacing was not consistent with rest of the document.

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See *Club Sponsor & Sponsorship Agreement*

Comment [L277]: Non-standard use of & and inconsistent with rest of document.