

2012
Summer
Leadership Staff
Intern Program
Handbook

Georgia FFA-FCCLA Center
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Welcome 2012 Summer Staff Team!

You are about to begin one of the most exciting experiences that you will ever have. You will work hard, but if you have the right attitude, this can be the most rewarding job you ever have.

This handbook contains a wealth of information to help you prepare for the summer. Certainly we cannot describe in words the challenge that is before you, but this information will help you grasp the basics of what is expected. Of course, if you have questions or concerns, feel free to contact me.

I look forward to working with you!

Russel Towns
Camp Manager

Summer Staff Goals

The Administrative Team has set forth the following goals for the summer staff team:

- To provide a safe and enjoyable environment for campers
- To provide a positive learning experience for campers
- To provide positive role models for campers
- To provide an intensive program for college students to grow and develop critical skills for success.

This facility exists for the campers. We want to treat every child just as we would want our own children treated. The Summer Staff play an important role in this, as they are the first line of safety and enjoyment for campers. Through the summer, we will train you to be aware of potential problems and help to give you confidence to handle emergencies. Many problems can be prevented by a staff member who acts and responds professionally.

With a safe environment, the campers can have a more enjoyable stay at camp. The attitude of the staff will be an important factor in camper enjoyment. Keeping a professional relationship with campers, staff are able to make an impact that will last a lifetime, often by simply learning names and being a positive role model.

A central concept that we have for the Summer Staff is “team.” A team is a group of people working together toward a common goal, and that they accomplish more together than they could as individuals. We will work hard to promote a team atmosphere.

We want to invest in you. We take very seriously the opportunity to teach you many tools for success. The team concepts and life lessons that you will learn will help you in any career that you choose.

We want to help you discover and develop your strengths so that you can be a more effective team member, both on the staff team and for future teams that you will be a part of.

With this in mind, we may from time to time meet with you to discuss areas of weakness. If you are willing to discover your weaknesses and improve them, then it will help you become a more well-rounded person.

We believe that you are young adults, not children. We have high expectations of our summer staff. You are expected to be responsible, sound minded, mature, ethical, and moral.

We will have very strict guidelines that will protect you, the campers, and the camp. If you follow the guidelines set forth, then the summer will be much more enjoyable.

The key to a successful summer is attitude. You will be exhausted and will face conflict. Your attitude will determine how you will react under these conditions. Remember, every team member’s attitude affects the team.

Set your mind on having a good attitude and a great summer. It is going to be a blast!

Summer Staff Values

Part of being a successful team is having a common system of values, which are principles and standards that guide actions. Below are the principles and standards that have been set for the Summer Staff Team. While no person can be perfect in every area, it is critical that we all strive towards these values. Note that staff may be evaluated on the basis of these values.

Respect: “I will understand and value myself and others.”

- I will pay attention – look, listen, and respond with respect
- I will speak with courtesy
- I will take care of others’ property
- I will know my place

Responsibility: “I will make wise choices and take ownership of the results.”

- I will think before I act and before I speak
- I will ask for help, and I will be available to help others
- I will admit when I have made a mistake
- I will not blame others or make excuses for the poor choices I make

Commitment: “I will finish what I start.”

- I will think before I commit, choosing my commitments wisely
- I will carefully prioritize the commitments in my life
- I will take my commitments seriously

Compassion: “I will be sensitive to the needs of others.”

- I will not talk negatively about others, and I will not make fun of people
- I will seek to understand the needs of others
- I will include the excluded

Integrity: “I will always do the right thing.”

- I will be the same person all the time
- I will tell the truth, even if it will result in a negative consequence
- I will have a code of values that drives my decision-making
- I will strive to be a positive role model, even when others are not watching

Loyalty: “I will be faithful to the organizations and people that I commit to.”

- I will be committed to my leaders and the goals they have set
- I will keep a positive attitude and instill positive attitudes in others
- I will use my gifts and abilities to serve others

Dependability: “I will be trustworthy—others can rely on me.”

- I will do what I say I will do
- I will be consistent, and I will persevere even when my emotions tell me to do otherwise
- I will always be on time

Work Ethic: “I will treat my work as a positive reflection of me”

- I will strive for excellence in everything I do
- I will take pride in my work
- I will follow the rules and will help others follow the rules
- I will strive to have a reputation as a hard worker

Frequently Asked Questions

Will I be able to have weekends off?

You will be able to take most weekends off. There are weekends in which we will need some staff to stay and work. We can work out those weekends closer to those dates. If you are not working on the weekend and/or there are no campers on the weekend, you will be required to leave unless you have obtained special permission.

How can I tell my family to contact me?

Note: You will be required to leave your cell phone in the cabin during the day. You will have access to phones at night, but time will be kept brief. Family can call and leave a message for you at the cabin by calling 770-786-6926 + the four-digit extension for your cabin. For emergencies, your family can call the office at 770-786-6926 ext 0. We will also give you the cell numbers of the Camp Directors, and you can give these numbers to your family. Please reserve this for emergencies only.

You may receive mail at the following address:

Georgia FFA-FCCLA Center
Attn: {Your Name}
720 FFA FHA Camp Road
Covington, Georgia 30014

We have a computer lab for internet, but your access to it will be very minimal. You must have permission before using the computer lab. If you want, you can bring your own laptop, but you can only use it at times when you have permission to do so. There are some areas of wireless internet near the office and dining hall. All internet use may be monitored.

What will I wear?

You will purchase staff shirts at orientation. These shirts are to be worn at all times while campers are present, unless otherwise specified. You will receive a schedule of which shirt to wear for each day. Shorts or pants should be worn appropriately for the job you are performing. Bring some khaki shorts or pants for assemblies. Female Staff must always wear modest one-piece swimsuits, even during staff swims. Two-piece swimwear will not be allowed at ANY time. See the "What To Bring" sheet. Also bring some clothes that can get muddy and wet!

How will I wash my clothes?

We have a laundromat on site. Staff shirts will be washed by an assigned staff member. Personal laundry may be done at appropriate times. You do not have to pay for laundry. The Staff Supervisor will have detergent for you to use. Keep in mind that the laundromat is open to campers. The Center is not responsible for lost or stolen items.

What about alcohol and tobacco?

Alcohol and drugs are strictly prohibited on the facility. If you use alcohol or drugs during the summer, you will be dismissed immediately. We expect our staff to be a positive role model during the entire summer, even on weekends when they are not on camp. Tobacco products may not be used in the presence of campers. The camp is a drug-free workplace. All staff must pass a drug screening and may receive additional tests during the summer.

Frequently Asked Questions (Continued)

How will I get around?

Areas that require a vehicle will be assigned one as needed. Personal vehicles, unless otherwise authorized, are to remain parked. Your legs are the best transportation you have. If you do drive your personal vehicle, the Center is not responsible for your gas and usage, and the Center does not assume liability for your vehicle.

What are the sleeping arrangements?

The cabins are air conditioned, but you are not in the cabin very much! You are responsible for keeping the cabin clean. You will not be allowed to leave on Friday until the staff cabins are clean. The cabins may also be inspected during the week.

Ladies (Staff Cabin): The cabin has individual rooms with two to three beds per room. You will have a roommate, which you can choose at training. At the end of the hallway is a bathroom that is shared by four rooms.

Men (Cabin B10): You will be in a barrack-style cabin. It is one large room with bunk beds and one large dorm bathroom.

What if I forget something?

There is a convenience store about a mile from the camp. Covington is also located about 15 minutes from the camp. There are all kinds of stores in Covington (Wal-Mart, Kroger, etc.)

What will I eat?

The camp provides your meals while you are here. We have great food! If you have any special needs or requests, let us know and we will work to meet them. We want you to stay healthy and hydrated. Please plan to drink water and sports drinks during the day (no energy drinks allowed!)

How does the pay week work?

The pay week begins on Thursday and ends on Wednesday. A full week is from the Sunday staff meeting to Friday when we are finished. You are responsible for keeping up and turning in your time sheet on time. If you do not meet the deadline, you will receive your check at the end of the following week. If you work a weekend, your time is pro-rated.

What if I need time off during the summer?

Notify us before the training week and we will work with you as much as possible. We are flexible in the case of family emergencies. Otherwise, you will be needed every week.

Can I have visitors?

All visitors must be arranged and approved ahead of time by the Camp Director. Parents, however, are welcome to visit without prior notification, but they still must check in at the office. We encourage you to arrange parent visits during meals so they can eat with you, and let us know in advance so that we can adjust your schedule for you to be available.

Do I have “my time?”

In this job, there is no such thing as “my time.” Your commitment is for the entire summer. You are expected to continue following the rules and expectations at all times, even on the weekends when you are at home.

What To Bring

- Toiletries - Soap, shampoo, deodorant, toothbrush, etc.
- Towels/Washcloths
- Sheets/Blankets/Pillow
- Alarm Clock
- Clothes Hamper, Laundry Detergent - We do have a laundromat
- Iron/Iron Board (if you need one)
- Sunglasses
- Shower Caddy
- Fan
- Clothes
 - Shorts (not too short!) - Khaki shorts for assemblies, Work shorts
 - Pants - Jeans for working, Khaki pants
 - Extra Shirts - You will get staff shirts, but bring some that you can wear out and some that you can get nasty!
 - A couple of dressy outfits - We will go out from time to time
 - Tennis Shoes (a couple of pair) - Good ones and ones you can get dirty
- Rain Gear
- Sweatshirts/Windbreaker
- Swimsuit/Beach Towel - No two-piece swimsuits allowed for staff at any time
- Flashlight
- Bug Spray
- Book / Journal
- Storage container for personal items
- Lockable container for valuables
- Sunscreen
- Extra Spending Money
- Radio / CD Player for your room
- Pictures from home
- Driver's License AND Social Security Card (for employee paperwork)

Summer Staff Policies

1. All Directors, Supervisors, and Adult Staff will be respected as part of the administrative staff.
2. Staff must be familiar with, abide by, and enforce camper policies.
3. Alcohol and drugs are strictly prohibited during the entire summer. Staff are subject to the drug policy that includes an initial drug screening and additional screening during the summer. Staff may not use while at the center, bring to the center, be associated with, or come to the center having used alcoholic beverages or drugs. It is the responsibility of each staff member to report any violation of this to the Director.
4. Staff may not use tobacco products within sight of campers. Tobacco is prohibited inside all buildings.
5. Staff members must always report to the Director before leaving the center property. Staff members must receive permission to have visitors other than parents.
6. Staff must maintain a professional relationship with other staff members at all times.
7. Staff members must maintain a professional relationship with campers and set a positive example at all times. Staff shall be courteous and supportive of campers.
8. Use of profanity, vulgarity, obscenity, or language that is racially or sexually inappropriate is prohibited.
9. Staff are expected to be on time.
10. Staff must have permission to use vehicles and equipment. Respect for, proper use of and care should be demonstrated in the use of center facilities, equipment, and vehicles. Safety equipment must be utilized when necessary.
11. All damages and maintenance problems must be reported to the administrative staff immediately.
12. Staff will be allowed to obtain a set amount of free refreshments from the canteen during open hours. Abuse of this policy will result in loss of canteen privileges. Water and Powerade will be provided throughout the day to ensure proper hydration.
13. Staff must follow the camper dress code at all times and dress appropriately for assigned duties.
14. Staff cabins must be kept clean and orderly.
15. Staff members are encouraged to discuss complaints, dissatisfactions, and constructive recommendations with the appropriate member of the administrative staff. Repetitive complaints and negative discussions among staff will not be tolerated.
16. Harassment of any employee on the basis of sex is a discriminatory activity and is a violation of the employee's personal rights. Sexual Harassment is a violation of the law and a violation of the Georgia FFA-FCCLA Center policy and will not be tolerated. All employees must avoid any action or conduct which may be viewed as sexual harassment, including unwelcome sexual advances.

Center Policies

These are the policies for rental group guests at the Center. Staff are also expected to follow these policies.

- Alcoholic beverages are prohibited on the facility.
- Tobacco products are prohibited in all buildings.
- Pets are prohibited on center property, except animals such as seeing-eye dogs, etc.
- Firearms and weapons are prohibited without prior approval of the Center Director.
- Use of boat dock and ramp is prohibited; these facilities are for Center use only.
- Guest vehicles are to remain parked during your stay. Guests are prohibited from riding on tailgates of pick-ups.
- Speed limit throughout the entire facility is 10 M.P.H.
- All guests must be in a group activity after 10:00 PM.
- Roller blades, skateboards, and scooters are prohibited.
- The center does not assume liability for accidents.
- Adult supervision is mandatory. Please have proper supervision when utilizing recreation areas, cabins, and meeting rooms.
- Guests should be on time to meals. Guests should clean their dining area and exit the dining hall when finished eating.
- Evidence of food or drinks inside cabins or meeting rooms will result in additional charges.
- Damage to center property and excessive cleaning requirements will result in a fee added to the group's bill.
- Failure to abide by policies and procedures outlined will result in additional fees.

Vehicle Policies

These policies apply to all staff.

- Staff must have permission in order to operate any Center vehicle, including golf carts.
- All operators **MUST** have a valid driver's license.
- Exceeding the speed limit will not be tolerated.
- No vehicles are allowed off the Center property without the approval of the Director.
- All vehicles must stay on roads and be parked only in designated areas. Only the Director or Assistant Directors can make exceptions.
- The FFA-FCCLA Center is not responsible for personal vehicles. Personal vehicles are used at the risk of the owner. The Center will not provide gasoline for personal vehicles.
- Riding on tailgates is prohibited. Riders on the back of trucks must be seated inside the bed.
- Any maintenance problems need to be brought to the attention of the Director.
- Before each use, driver must check oil, gas, coolant, tire pressure, and general inspection. Staff must report problems or low fluid levels to Maintenance immediately. Staff should not add fluid unless authorized to do so by Maintenance or Administrative Staff.
- Any damage to vehicles must be reported immediately.
- Each vehicle must be clean of all tools and equipment and placed in the proper place at the end of each working day. The Center assumes no responsibility for personal tools or belongings.
- Employees are not allowed to transport anyone except employees. Center guests are not allowed to be operators or passengers of Center vehicles unless approved by the Director.

Summer Staff Emergency Procedures

In case of a severe storm, get everyone inside until the storm has passed

In case of a tornado, find a place with no windows

In case of fire, get everyone out and contact the director immediately

In case of power outage, stay inside. There could be power lines on the ground.

The director has direct contact with emergency dispatch. He can contact them quickly. The director should be contacted anytime 911 is called.

In case of injuries and illness, see the camp nurse if present. If there is no camp nurse on site, then contact someone on the administrative team. Campers and staff with FFA-FCCLA Summer Camp, Wildlife Camp, or Horse Camp should be directed to the camp nurse.

Rental groups are responsible for their own medical staff. In case of an injury or illness with a camper from a rental group, staff may provide basic care to ensure immediate safety. The rental group leader must be notified of any injuries or illnesses.

Everyone on staff will be assigned to an emergency action team. Common sense and the nature of the emergency will determine the specific action plan.

- Team A: Staff who took Lifeguard or Horse Training will be activated to address the emergency. The senior Camp Director on site will lead this team.
- Team B: Staff who took Ropes Course Training will be activated to handle crowd control and entertain the campers that are not part of the emergency. The secondary Camp Director on site will lead this team.

Emergency Numbers: These numbers will be given out during Staff Training. Please write them down.

Russel Towns, Camp Manager
Home:
Cell:

Leroy Bagley, Program Specialist
Cell:

Todd Teasley, Director of
Development and Leadership
Home:
Cell:

Beverly Stahl, Marketing Director
Cell:

Camp Office
770-786-6926

Summer Staff Training Overview

Please note that the training week is not a paid week, but you must complete a training class to receive the full salary. You are required to stay at the camp, and we will provide meals and lodging. Staff will be expected to follow all policies. All training programs include First Aid/CPR training.

Horseback Riding Instructor Program:

You will become familiar with the Center's horseback riding program. You will be trained to be an instructor for Summer Leadership Camp, rental groups, and Horse Camp. Previous experience with horses is expected. Please bring clothing appropriate for working with horses.

Low Ropes Instructor Program:

You will be trained to be an instructor for the Center's Low Ropes Course. You will learn to facilitate a team building program, including team initiatives, low ropes elements, and the obstacle course.

Lifeguard Program:

You will receive a lifeguard certification. You will be required to swim 300 yards continuously and perform other swimming drills. Lifeguards need to have a red or blue swimsuit (solid color if possible.) Swimsuits must be one-piece and modest.

High Ropes Course Program

Staff from all three training areas will have an opportunity to train on the Center's High Ropes Course. This training will occur as an addition to the other classes and will require extra time and more personal initiative. You will be trained to be an assistant instructor for the course.

2012 Staff Training Schedule May 6-11, 2012

Sunday

6:30 PM Introduction
8:30 PM Staff Rules, Question and Answer

Monday

7:45 AM Breakfast
8:15 AM Team Building
11:00 AM Training
12:00 PM Lunch
12:30 PM Training
5:30 PM Supper
6:00 PM High Ropes Course
8:30 PM Summer Camp Program Introduction and Brainstorm

Tuesday

7:45 AM Breakfast
8:15 AM Training
12:00 PM Lunch
12:30 PM Training
5:30 PM Supper
6:00 PM High Ropes Course
8:30 PM Summer Camp Program Planning

Wednesday

7:45 AM Breakfast
8:15 AM Training
12:00 PM Lunch
12:30 PM Training
5:30 PM Supper
6:00 PM Public Speaking Training
8:00 PM Summer Camp Program Planning

Thursday

7:30 AM Breakfast
8:00 AM CPR/First Aid
12:00 PM Lunch
12:45 PM CPR/First Aid
5:30 PM Supper
6:30 PM Summer Camp Program Planning

Friday

7:45 AM Breakfast
8:15 AM Training
12:00 PM Lunch and depart
(Those who want extra training on High Ropes will stay until 5:00 PM)

Tentative Schedule

2012 Staff Orientation Schedule May 13-18, 2012

Sunday

7:00 PM Policies and Procedures Refresher, Question and Answer Time
Wildlife Camp and Horse Camp Introduction

Monday

7:45 AM Breakfast
Summer Leadership Camp Planning
Point System
Team Time Training

12:00 PM Lunch
Grounds and areas Preparation

5:30 PM Supper

6:30 PM Assembly/Program Planning

Tuesday

7:45 AM Breakfast
Kitchen Training, Housekeeping Training
Grounds and Areas Preparation

12:00 PM Lunch

1:00 PM Grounds and Areas Preparation

5:30 PM Supper

6:30 PM Assembly/Program Planning

Wednesday

7:45 AM Breakfast
Grounds and Areas Preparation

12:00 PM Lunch
Grounds and Areas Preparation

5:30 PM Supper

6:30 PM Assembly/Program Planning

Thursday

7:45 AM Breakfast

8:30 AM Shooting Sports Training

12:00 PM Lunch
Preparation (Areas or Program as needed)

5:30 PM Supper
Life Lessons
Assembly/Program Planning

Friday

7:45 AM Breakfast
Preparation (Areas or Programs as needed)

12:00 PM Lunch and dismiss

Tentative Schedule

FFA-FCCLA Summer Leadership Camp Description

Summer Leadership Camp is one of the most important programs that our center hosts. It is an intensive summer camp program that takes a full year to plan. There are typically 2000 campers over the five one-week sessions.

FFA and FCCLA students from all over Georgia attend. They are brought and supervised by their advisors (Ag teachers and Family & Consumer Science teachers). We provide meals, lodging, recreation, and programs for the students. The advisors supervise the students and stay in the cabins with them. Summer Staff do not stay in camper cabins during these weeks.

Campers for Leadership Camp arrive Monday morning and depart Friday morning. Staff report on Sunday afternoon and are released on Friday when the camp is clean (typically early afternoon).

At the surface, this is a recreation-based camp, but we strongly emphasize leadership, teambuilding, and sportsmanship. Chapters are placed on a team, which competes with other teams throughout the week. Nearly everything that teams do earns them points. At the end of the week, the team with the most points is named "Team of the Week".

Competitions include softball, volleyball, swim meet, relay race, fishing tournament, tennis, ping pong, basketball, skeet, archery, .22 rifle, crafts, quiz bowl, cabin check, canoe race, checkers, horseshoes, and the obstacle course.

There is also free time, where campers can take advantage of various recreation areas.

Staff assignments during Summer Leadership Camp include operating the snack shop, operating the horseback riding program, refereeing softball and volleyball, lifeguard at the pool or at the canoes & paddleboats, operating the Leadership Course, DJ the dances, participating in assemblies, and helping the campers have fun! The days are long - a typical day starts with breakfast 7:30 AM and ends back at your cabin around midnight.

For more information, visit www.GeorgiaSLC.org

MONDAY

9:30 am-11:45am Check-In at Mobley (advisors only)
9:30 am-2:15 pm Canteen Open
12:00 pm-1:00 pm Lunch (Sheffer Hall)
1:00 pm Advisors Meeting (Georgia Power)
2:30 pm Student Orientation Meeting (Mobley)
Wear Camp T-Shirt
3:00 pm Team Time, Team Pictures
5:30 pm Supper (Sheffer Hall)
6:30 pm Assembly, Special Event (Mobley)
8:30 pm Dance, Canteen, General Rec
10:00 pm Reflections
10:30 pm Team Meeting in Cabins
11:30 pm Lights Out

TUESDAY

7:00 am Fishing Tournament (Catfish Pond)
7:45 am Flag Raising, Breakfast
8:30 am Morning Assembly (Mobley)
9:00-11:30 am Morning Free Choice Rec
9:00 am Team Competitions
9:40 am Round 1 Boys Volleyball
10:35 am Girls Softball
Round 2
Round 1 Girls Volleyball
Boys Softball

11:10 am Round 2
12:00 pm Lunch
12:45 - 1:15 pm Firearms and Archery Course (Required for competition and recreation shooting)

1:00-4:00 pm Talent Show Auditions (Mobley)
1:00-5:15 pm Afternoon Free Choice Rec
Leadership Course (as scheduled)
1:30-5:15 pm Recreation Firearms and Archery (Course is required)
5:30 pm Supper (Canteen open after supper)

7:00 pm Assembly, Talent Show
8:30 pm Dance, Canteen, General Rec
Individual Competitions
Reflections
10:15 pm Team Meeting in Cabins
10:45 pm Lights Out

Morning Free Choice Rec

- Canteen, Craftshop, General Rec (ping pong, basketball, miniature golf, tennis, horseshoes)
- Pool open at 10:00 AM
- Horses (sign-up at morning assembly)
- Slip & Slide (Tues) **OR** High Ropes (Wed, Thurs)

Afternoon Free Choice Rec

- Canteen, Craftshop, Pool,
- Canoes/Paddleboats, General Rec
- Horses (sign-up at morning assembly)
- Slip & Slide (Tues) **OR** High Ropes (Wed, Thurs)

WEDNESDAY

7:15 am One Mile Relay (Mailbox)
7:45 am Flag Raising, Breakfast
8:30 am Morning Assembly
9:00-11:30 am Morning Free Choice Rec Open
9:00 am Round 1 Boys Volleyball
Girls Softball
Round 2
Round 1 Girls Volleyball
Boys Softball
Round 2
Lunch
Shooting Sports Competition
Afternoon Free Choice Rec
Swim Meet
Supper (Canteen open after supper)
Advisor Dinner in Terrace Room
Assembly, Talent Show
Dance, Canteen, General Rec
Individual Competitions
Reflections
Team Meeting in Cabins
Lights Out

THURSDAY

7:45 am Flag Raising, Breakfast
8:30 am Morning Assembly
9:00-11:30 am Morning Free Choice Rec Open
9:00 am Round 1 Boys Volleyball
Girls Softball
Round 2
Round 1 Girls Volleyball
Boys Softball
Round 2
Lunch
Boat Races
Afternoon Free Choice Rec
Girls Challenge Obstacle Course
Supper
Boys Challenge Obstacle Course
Canteen Open
Dance, Canteen, General Rec
Awards Assembly/Reflections
Team Meeting in Cabins
Lights Out

FRIDAY

7:15 am—8:15 am Extended Breakfast
Cabin check out
(as scheduled by group)
Canteen Open

Policies

1. SLC is a school event—school policies apply.
2. Attend all programs and display proper conduct.
3. Show respect to all campers, advisors, and staff.
4. No cell phones during assembly and programs.
5. Follow the dress code.
6. Do not enter cabins of the opposite sex, or be on the wrong side of camp.
7. Do not enter any cabins you are not assigned to.
8. Stay in your assigned cabin after curfew.
9. The Center is not responsible for lost, stolen, or damaged valuables.
10. Inappropriate language or behavior is prohibited.
11. Tobacco, alcohol, and drugs are prohibited.
12. Use of violence, firearms, weapons, pocket knives, or firecrackers is prohibited.
13. No skateboards, scooters, or roller blades
14. Graffiti or destructive use of water balloons, shaving cream, etc is prohibited.

Failure to follow policies may result in these steps:

- Student calls parent/guardian.
- Student sent home.
- Chapter billed for damages.
- Letter sent to school administration
- Law enforcement contacted
- Student suspended from activities at FFA-FCCLA Centers for up to 18 months

In Case of Emergency

- In case of injury or illness, contact the nurse or a staff member.
- In case of major injury: immediately contact a staff member. Remain calm, leave someone with the victim while you go to get help. Do not attempt to move the victim.
- In case of a fire: remain calm, account for all individuals in the group, do not go back into the burning building. Report the fire to a staff member.
- In case of severe weather: remain calm, take cover, go inside the nearest building but stay away from the windows.

Dances

- Inappropriate dancing is not permitted.
- Students may not leave the permitted areas without an advisor.
- Permitted areas include miniature golf, tennis, sand volleyball court, downstairs Mobley, and the basketball pavilion.

FFA-FCCLA Summer Leadership Camp Camper Policies

1. Summer Leadership Camp is a school event, so school policies apply. If there is a discrepancy between school policies and camp policies, the strictest rule will apply.
2. Campers must participate in the camp program, display a positive attitude in all events, and conduct themselves appropriately at all times.
3. Students must show respect to all campers, advisors, and staff. Students will follow instructions from **any** advisors, adult supervisors, and camp staff.
4. Campers may not use cell phones during camp programs and activities.
5. Campers must follow the dress code.
6. Campers may not enter cabins of the opposite sex, nor may they be on the wrong side of the camp. This rule applies for the entire week, including check-in and check-out.
7. Campers may not enter any other cabins or buildings that they are not assigned to.
8. Campers must remain in their assigned cabin after curfew.
9. The Center strongly recommends that students do not bring valuable items to camp. If a camper chooses to bring valuable items such as ipods and cell phones, the Georgia FFA-FCCLA Center is not responsible for lost, damaged, or stolen items.
10. Language or behavior that is obscene, violent, or racially or sexually inappropriate is prohibited.
11. Use of tobacco products, alcohol and/or drugs is prohibited.
12. Firearms, weapons, pocket knives and/or firecrackers are prohibited.
13. Skateboards, scooters, and roller blades are prohibited.
14. Graffiti or destructive use of items such as water balloons, shaving cream, and toilet paper is prohibited.

Discipline and Dismissal Policy

Failure to follow camp policies will result in these steps:

1. Student will call parent/guardian and report conduct not in compliance with these guidelines.
2. At the Director's discretion, this may result in parent/guardian arranging transportation home.
3. At the student's local school administration's discretion, disciplinary action may be taken by the student's school.
4. Chapter will be billed for damages caused by graffiti or other destructive acts.

In addition, failure to follow no-tolerance policies, including but not limited to use of violence or possession of weapons, use of alcohol or drugs, entering the cabin of the opposite sex, being outside the cabin after curfew, or harassment of another camper or staff, may result in the following steps:

1. Student removed from the facilities
2. Law enforcement contacted
3. A letter sent to school administrator (who may pursue additional disciplinary action)
4. Student suspended from all activities at FFA-FCCLA Centers for up to 18 months

Thank you for your cooperation in following these camp policies.

FFA-FCCLA Summer Leadership Camp

Dress Code

During your stay at FFA-FCCLA Summer Leadership Camp, we want you to have the best experience possible. The administrative committee has developed a new dress code to assure that no one will feel offended or uncomfortable during his or her stay.

If you choose to dress inappropriately, you will be asked to change. By planning ahead and packing appropriately, you will save yourself the inconvenience of having to change and you will be contributing to a pleasant camp atmosphere.

Dress Code:

Please be advised that this dress code will be enforced for all individuals attending the camp, including staff, counselors and chaperones. Appropriate shoes, shirt and shorts or pants are to be worn at all times including meals, morning and night assemblies, recreation functions, when leaving the pool, etc.

- All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for all Camp events.
- When standing relaxed with arms straight by the camper's side, the length of shorts, dresses, skirts and overalls must be as long as the camper's longest finger. The length of cut-off shorts must also meet the above requirement where the shorts begin to unravel.
- Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.
- Excessively baggy or tight clothing, and clothing which advertises any gang symbols or affiliation is prohibited.
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops are permitted as long as they cover all parts and have straps that cover undergarments. Please be advised that tube tops, shirts that expose a bare back, and halter tops are prohibited.
- Campers are to wear tennis shoes or boots to all areas except for the pool, where flip flops or sandals are permitted. After supper, sandals and flip flops are allowed for evening activities.
- Swimming (For all water recreation):
 - Swimsuits for men: Swim trunks only (No shorts, cut-off pants, or briefs).
 - Swimsuits for women: One-piece suits recommended, however, two-piece suits are allowed as long as they are modestly cut. No string, thong or crochet suits will be allowed.

Common sense in dress will make a better camp experience for everyone. Please note that camp staff, advisor and chaperone discretion applies to all of the above.

What changes after Summer Leadership Camp?

After Summer Leadership Camp is over, we will change gears. We will have 2 types of groups –

Rental groups

Theme camps (Wildlife Camp and Horse Camp)

Rental Groups

1. What we provide

- We provide lodging, meals, meeting rooms, and recreation for these groups.
- We do not do assemblies. The rental groups will do their own programs.
- We will not do craft shop, referee games, or do shooting sports for these groups.
- We do not provide medical staff for rental groups (their group leaders are responsible for providing medical care.)

2. Policies

- You will not enforce as many policies, except when it comes to safety or obvious problems.
- Understand that the campers may not recognize you as a leader.
- If you do have problems with campers, you need to report it to administrative staff so that we can address it with the group leader.
- You will still need to enforce the policies of your recreation area.
- Understand that they will wear hats inside
- There is no boys / girls side of camp.
- Some of the basic policies we enforce are:
 - We do not allow alcohol on the facility
 - Tobacco products are prohibited inside buildings (You will see it outside)
 - Pets are prohibited
 - Weapons are prohibited
 - The group is charged for damages caused by their campers.
 - Roller blades, skateboards, and scooters are prohibited (unless in a designated area)

3. Responsibilities

- You will likely have to clean the dining hall after every meal.
- There will not be as much rotation of areas.
- You will have to help with cleaning cabins. The rental groups do not clean as well as our campers, and the turn-around time is often tight.
- There is no consistent meal or recreation schedule week to week.
- There is no consistent check-in and check-out time. Groups will arrive and depart at various times on various days.
- You must pay attention to your schedules! The recreation times are very important to these groups, and they will not be happy if you close early. If they question your schedule, call Russel to get assistance.
- There will be projects that we will work on, and there will be more manual labor involved.
- If you find yourself with no job to do, see the administrative staff.
- Do not make any schedule changes or assignment substitutions without permission.
- Remember – you are on duty at all times.

Wildlife Camp and Horse Camp Program Descriptions

Wildlife Camp

The FFA Wildlife Camp is a week-long residential summer camp for boy and girls. The goal of this program is to increase safety, awareness, and appreciation of Wildlife and outdoor sports among young boys and girls in an exciting and dynamic environment.

The Basic FFA Wildlife Camp is centered on firearm and hunter safety. Participants will receive their Georgia Hunter Safety Certification during their week of camp. All programs and classes are taught by qualified instructors and are designed to be hands-on and geared toward the age of the participants. Specific courses vary year to year but may include shooting sports, fishing, deer stand safety, primitive camping, wildlife education and conservation, and outdoor cooking. Campers will rotate through the various classes during the course of the week.

The Advanced FFA Wildlife Camp is designed for participants who have already received their Georgia Hunter Safety Certification. Classes vary from year to year so campers may attend year after year. Classes may include gun maintenance, first aid and survival, tournament fishing, and advanced outdoor cooking.

Every evening there is a night assembly and a night activity. Night assemblies may include a presentation from certified instructors or live shows by special guests. Night activities may include a pool party, dodgeball, campfire stories, and much more.

During Wildlife Camp, campers are divided into groups based on age. Our college staff serve as counselors and are assigned a small group of campers for the entire week. Most of the campers are boys, so we typically have about 10 male staff and 2 female staff serve as counselors each week.

Horse Camp

Horse Camp is a week-long camp designed to teach basic horse care in a hands-on environment. It is for girls ages 10-13 and is designed for novice riders.

Program includes:

- Personalized Riding Instruction
- Morning and Afternoon Rides
- Horse Safety
- Barn Management
- Equine Grooming
- Health and Basic First Aid

The staff who work at the barn will be the primary staff for this camp. Some other girl staff may be needed to serve as counselors.

Georgia FFA-FCCLA Center

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