**2020 Williams County 4-H Camp Counselor Application**

**DUE:** **DECEMBER 6, 2019** by 4:30PM to the Extension office

**TO APPLY:**
- Complete and sign the application
- New applicants must provide 2 references (from non-family members)
- Read and sign the *Standards of Behavior* and *Camp Counselor Code of Conduct* forms
- Return all forms to the **Williams County Extension Office by December 6, 2019**

**REQUIREMENTS:**
- Be at least 14 years old by 01/01/2020
- Complete a minimum of 24 hours of training. Complete six (6) hours of on-sight training at 4-H Camp Palmer.
- Complete Child Abuse Awareness training.
- Sign *Standards of Behavior* and *Code of Conduct* forms. Have a current *Ohio 4-H Health History form* on file.
- Individuals who are 18+ years by April 1, must complete a BCI background check

**SELECTION PROCESS:**
- **First-year applicants:** must schedule an afternoon/evening interview from Dec. 9-13, 19-20 or during the day on Dec. 23 at the OSU Extension office.
- **Experienced counselors:** are evaluated annually and may be requested to complete an interview by the Camp Director.
- All individuals will be contacted via email regarding counselor selections by December 30, 2019.

**MEETING DATES AND TIMES:**
- 4-H Camp Counselors meet January – June (**refer to attached “Checklist” page for dates & times**)
- Counselors MUST notify the Extension Office in writing if an absence is unavoidable.

**PROGRAM DESCRIPTION:**
4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 5-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Williams County 4-H program will be strengthened and expanded.

Roles and Responsibilities of 4-H Camp Counselors include:
- Attend required trainings prior to camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or groups to plan camp programs
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers’ health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities including songs, team-building challenges, group activities, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills
2020 Williams County 4-H Camp Counselor

Checklist & Dates

A. **TIME COMMITMENT!** Start now … Use the charts below to plan how you will complete your 24 hours of required training.

B. **BE RESPONSIBLE!** It is expected that camp counselor obligations are at the top of your priority list. Consistent failure to attend training will prohibit you from counseling. **Absences must be pre-approved.** Counselors (not parent/friend) must notify us at least 48 hours in ADVANCE IN WRITING.

1. **Complete, sign & return (3) forms by December 6, 2019**
   - Camp Counselor Application
   - Counselor Contract
   - Counselor Standards of Behavior

2. **Two (2) Reference Forms due December 6, 2019**
   New Applicants- have TWO adults complete and return reference forms. Person cannot be your relative.
   - Camp Counselor References

3. **BCI Background Check due April 1, 2020**
   - If you will be age 18+ by April 1, 2020, then you must complete a BCI background check

4. **Williams County 2020 Camp Dates** You must be available during the entirety of the camp for which you were selected to serve.
   - June 6—June 9  Williams County 4-H Camp
   - June 7  Williams County Cloverbud Camp

5. **Counselor Training = 24 Hours minimum:**
   You must complete 24 hours training; at least 16 hours MUST come from “in-county” training sessions (chart A)
   **Plan ahead!** If you have a conflict with dates, you may attend one of the “Counselor Opportunities” events (chart B) and earn credit for up to 8 counselor ‘make-up’ hours. Counselors must have at least 16 hrs of training completed by May 1.

(A) **Training Dates:** held at OSU Extension Office-Williams County

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<th>DATE</th>
<th>TIME</th>
<th>HOURS</th>
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<td>January 6</td>
<td>6pm—8pm</td>
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<td>Training</td>
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<td>January 12</td>
<td>3pm—5pm</td>
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<td>Training</td>
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<td>February 13</td>
<td>6pm—8pm</td>
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<td>Training</td>
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<td>February 17</td>
<td>1pm—3pm</td>
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<td>Training—President’s Day. *if school’s in session due to make-up day, then time is 6-8pm</td>
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<td>*March 6-7</td>
<td>6pm—3pm</td>
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<td>*Overnight Site Training @Camp Palmer (Mandatory)</td>
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<td>April 5</td>
<td>2pm—4pm</td>
<td>2</td>
<td>Training</td>
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<td>April 21</td>
<td>6pm—8pm</td>
<td>2</td>
<td>Training</td>
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<tr>
<td>May 4</td>
<td>6pm—8pm</td>
<td>2</td>
<td>Training</td>
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<td>June 1</td>
<td>Flexible</td>
<td>2+</td>
<td>Work Day &amp; Final Prep</td>
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<td>*June 6-9</td>
<td>Flexible</td>
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<td>4-H Camp @ Camp Palmer!!!</td>
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(B) **Counselor Opportunities:** (up to 8 counselor ‘make-up’ hours. Registration & Fees are counselor’s responsibility)

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<tr>
<td>February 22-23</td>
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<td>MXC State Training @ 4-H Center (approx. $50)</td>
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<td>March 7</td>
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<td>4-H Endowment Fundraiser @ Gillette Building</td>
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<td>March 14</td>
<td>3</td>
<td>Ohio 4-H Conference @ Columbus (approx.$40)</td>
<td>Feb. 1</td>
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<td>March 25-29</td>
<td>8</td>
<td>BLW Buckeye Leadership Workshop @ Ashley OH (approx.$350)</td>
<td>Feb. 19</td>
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<td>March 28</td>
<td>3</td>
<td>Maple Syrup Festival @Fairgrounds</td>
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<td>May 26-29</td>
<td>??</td>
<td>Make-up Hours and final prep at Extension Office--Notify Office 1 day in advance</td>
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2020 WILLIAMS COUNTY 4-H CAMP COUNSELOR APPLICATION

DUE: DECEMBER 6, 2019
RETURN TO: OSU Extension - Williams Co. 1425 East High St., Suite 112  Bryan, OH 43506
TO APPLY: Must be at least age 14 AND at least a High School Freshman as of January 1, 2020
Note: To communicate, we utilize text & email. Include current info for both methods that applicant can access.

NAME_____________________________________________________________

AGE (as of 1/1/2020) _____  DATE OF BIRTH ___/___/_____  MALE___  FEMALE___

ADDRESS_____________________________  ___________________  ___________
(street) (city) (zip)

E-MAIL that Counselor checks & reads (print legibly)

CELL PHONE  4-H CLUB
HOME PHONE SCHOOL  GRADE

In case of injury or accident, notify:
Name __________________________  Relationship __________________  Phone ______________

I am available to be a counselor at:

☐ Jr. Camp  (grades 3-9)  June 6-9  (June 6 - counselors move-in)
☐ Cloverbud Camp  (ages 5 – 8 yrs)  June 7

COUNSELOR QUESTIONS – use complete sentences!

_____ Years attended as a CAMPER?  _____ Years as COUNSELOR? (include overnight & Cloverbud counselor experience)
Other (non-4-H) camp experience _________________________________________________________________

Why do you want to be a camp counselor?

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

What traits, skills, or special experiences do you have that would benefit you in this position? (Include experiences working with children and youth.)

______________________________________________________________________________________________
______________________________________________________________________________________________
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Continued on page 2
What skills or contributions will you add to the counselor team in making sure camp is successful? (ex. Life Guard, First Aid, Babysitter’s Course, Recreation, etc.)

__________________________________________________________________________________

__________________________________________________________________________________

What hobbies and/or special interests do you have that you would be willing to share at camp? (play instrument, sing, art, fishing, sports, act like a spider-monkey or tooth fairy, etc.)

__________________________________________________________________________________

__________________________________________________________________________________

Think about your role as a camp counselor … what are 2 specific areas that you would like us to cover in training to help you become a great counselor? (ex. Cabin team-building, handling homesickness, camp/camper safety, awareness of mental health, how to teach song-leading, how to get campers/peers to listen, etc.)

(1) ____________________________________________
(2) ____________________________________________

**Answer the following and explain:**

2 of your **Strengths**

(1) Strength: __________
Why? ______________________________
__________________________________________________________________________________

(2) Strength: __________
Why? ______________________________
__________________________________________________________________________________

2 of your **Weaknesses**

(1) Weakness: __________
Why? ______________________________
__________________________________________________________________________________

(1) Weakness: __________
Why? ______________________________
__________________________________________________________________________________

**3 words that a friend would say to describe you:**

(1) ______________________ (2) ______________________ (3) ______________________
Activities and Programs with Minor Participants
Office of Human Resources – Policy 1.50
Standards of Behavior for Minor Participants

Standards of Behavior for Minor Participants Participating in Activities and Programs with Minor Participants

Minors participating in activities and programs with minor participants sponsored by Ohio State are required to conduct themselves according to the following standards of behavior. These standards operate in conjunction with the guidelines and regulations of the specific activity or program.

Minor participation expectations:
- Be responsible for own behavior and uphold high standards for the group and accept consequences for inappropriate behavior
- Support and abide by the group’s designated leader
- Practice good citizenship, leadership and self-control
- Follow the direction of activity or program staff and/or leaders
- Demonstrate positive sportsmanship and attitudes at all times which is becoming of a leader
- Show respect to others, be courteous and respectful
- Use appropriate language at all times

The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor participants:
- Unsportsmanlike conduct, unethical, immoral conduct
- Improper language, e.g., profanity
- Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
- Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
- Boys in girls’ rooms/restrooms and vice versa
- Destruction of property
- Violation of established curfew, when applicable
- Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
- Belittling others/putting others down and being disrespectful of individuals’ differences
- Aggressive physical behavior, e.g., fighting
- Taking property that belongs to others
- Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State faculty/staff

Violations of the standards of behavior will be handled as follows:
1. If a chaperone is present for the minor involved in the violation, this person will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor from the activity or program.
3. The minor can/may be barred from participating in future Ohio State activities and programs with minor participants.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, ____________, as a participant in an activity or program with minor participants, 4-H Camp (name of activity/program, print) have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my actions if I choose not to follow the standards of behavior.

__________________________  __________________________
Minor signature Date

I, we __________________ have read the standards of behavior and support my minor’s participation in the activity/program.

__________________________  __________________________
Parent/guardian signature Date
4-H CAMP COUNSELOR CODE OF CONDUCT

I, ______________________ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve others, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:
✓ Attend the required number of counselor training sessions/hours. I understand I will be dismissed if I am not able to complete the required training.
✓ Abide by the ‘No Cell Phones at Camp Policy’ (note: unless otherwise authorized by Extension staff)
✓ Treat other peers with respect.
✓ Not bully fellow counselors or participate in goat-play or hazing.
✓ Conduct myself as a positive role model and be responsible.
✓ Set a good example by not using profanity or telling off-color jokes, and stories.
✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
✓ Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
  o Get to know each of the campers personally and by name.
  o Have all campers, including myself check in any of their medications with the nurse.
  o Make sure each camper uses personal hygiene.
  o Make sure that all of my campers are familiar with camp facilities and camp rules
  o See that all campers are involved in all activities. Make sure no one is excluded.
✓ Check for illness or injury, but don't make much of a "fuss" about +++minor things. Go with hurt or sick campers to the nurse no matter how minor the ailment.
✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
✓ Urge safety at all time. Take time to explain how and why to do something safely.
✓ Work as a team to plan, organize and conduct all camp activities.
✓ Be flexible with counseling and adult staff.
✓ Participate in camp promotion.
✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant’s Signature ___________________________________________ Date _____/_____/

Parent/ Guardian Signature ___________________________________________ Date _____/_____/

Ohio 4-H
2020 WILLIAMS COUNTY 4-H CAMP COUNSELOR REFERENCE FORM
Person completing this form cannot be a relative of applicant!

___________________ is applying as a camp counselor at Williams County 4-H Camp this summer. The
camp counselor selection committee would like your input about the qualities and ability to fulfill the
responsibilities of a counselor. The information you include will not be shared with the applicant. Please
complete this reference form based on your knowledge and/or observations.

Please submit in a sealed envelope and return by December 6, 2019 (for the 2020 camping season)
OSU Extension–Williams County 1425 East High St. Suite 112 Bryan, Ohio 43506
Phone: 419-636-5608
FAX: 419-636-0595

Reference Provided by:
Name (print):__________________________________     Date: __________________
Signature:__________________________________

Relationship to Applicant: ________________________
Address: ____________________________________________________________________________________

1. Do you recommend this applicant to be a camp counselor? Yes / No
   Why? ________________________________________________________________

2. Would you place a child for whom you are responsible under the applicant’s care? Yes / No
   Why? __________________________________________________________________

3. Additional comments:____________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Please mark how you would evaluate the applicant’s qualities, using this scale:

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<th>Excellent</th>
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<th>Fair</th>
<th>Poor</th>
<th>Not Known</th>
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Ohio 4-H
Person completing this form cannot be a relative of applicant!

___________________ is applying as a camp counselor at William County 4-H Camp this summer. The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on your knowledge and/or observations.

Please submit in a sealed envelope and return by December 6, 2019 (for the 2020 camping season)

OSU Extension–Williams County  1425 East High St. Suite 112    Bryan, Ohio  43506
Phone: 419-636-5608
FAX: 419-636-0595

Reference Provided by:
Name (print):__________________________________     Date: __________________
Signature:____________________________________      Relationship to Applicant: ________________________
Address: ____________________________________________________________________________________

1. Do you recommend this applicant to be a camp counselor?  Yes / No
   Why?______________________________________________________________

2. Would you place a child for whom you are responsible under the applicant's care?   Yes / No
   Why? _____________________________________________________________

3. Additional comments:_____________________________________________________ 
   ___________________________________________________________________
   ___________________________________________________________________

4. Please mark how you would evaluate the applicant’s qualities, using this scale:

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