

**2022 Williams County 4-H Camp Counselor Application**

**DUE: DECEMBER 3, 2021 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
- Complete and Sign the Health Forms
- Return all forms to the **Williams County Extension Office by December 3, 2021**

**REQUIREMENTS:**

- Be at **least 14 years old by 01/01/2022**
- 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 either an In-Person or Zoom interview during the afternoon/evening from Dec. 14-16.
- 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 21, 2021.

**MEETING DATES AND TIMES:**

- 4-H Camp Counselors meet December – 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 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



# 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 (4) forms by December 3, 2021

- Camp Counselor Application
- Counselor Contract
- Counselor Standards of Behavior
- Health Forms

## 2. Two (2) Reference Forms due December 3, 2021

New Applicants- have TWO adults complete and return reference forms. Person cannot be your relative.  
 Returning counselors- references not required, unless requested by Camp Director.

- Camp Counselor References

## 3. BCI Background Check due April 1, 2022

- If you will be age 18+ by April 1, 2022, then you must complete a BCI background check

## 4. Williams County 2022 Camp Dates You must be available during the entirety of the camp for which you were selected to serve.

- June 5—June 8 Williams County 4-H Camp
- June 8 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 20 hrs of training completed by May 1.

**(A) Training Dates:** Held at Williams Co. Extension Office, unless otherwise noted.

	DATE	TIME	HOURS	
	December 29 - Wednesday	11am—1pm	2	Training Kickoff. Lunch provided
	January 17 - Monday	10am-12pm	2	Training
	February 10 -Thursday	6pm—8pm	2	Training—Location TBD.
	February 27 -Sunday	2pm—4pm	2	Training
	*March 4-5 - Fri-Sat	6pm—3pm	(10)	*Overnight Site Training @Camp Palmer (Mandatory)
	April 4 - Monday	6pm—8pm	2	Training
	April 24 - Sunday	2pm—4pm	2	Training
	May 17 - Tuesday	6pm—8pm	2	Training
	June 1-3 - Wednesday-Fri.	Flexible	2+	Work Day & Final Prep if needed
	*June 5-8 - Saturday-Tuesday		---	4-H Camp @ Camp Palmer!!!

**(B) Counselor Opportunities:** (up to 8 counselor ‘make-up’ hours. Registration & Fees are counselor’s responsibility)

	DATE	HOURS	EVENT	FORMS DUE
	March 5	2	4-H Endowment Fundraiser @ Gillette Building	Feb 10
	March 12	6	Ohio 4-H Conference @ Columbus (approx.. \$40)	Feb. 1
	TBD	3	Maple Syrup Festival @Fairgrounds	
	June 1-3	2+	Make-up hours and final prep at Extension Office, Notify office 1 day in advance	

## 2022 WILLIAMS COUNTY 4-H CAMP COUNSELOR APPLICATION

**DUE:** DECEMBER 3, 2021

**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, 2022

**Note:** To communicate, we utilize text & email. Include current info for both methods that applicant can access.

<b>NAME</b> _____			
<b>AGE</b> (as of 1/1/2022) _____	<b>DATE OF BIRTH</b> ____ / ____ / ____	<b>MALE</b> ____	<b>FEMALE</b> ____
<b>ADDRESS</b> _____ <span style="display: block; text-align: center; font-size: small;">(street) <span style="margin-left: 150px;">(city)</span> <span style="margin-left: 150px;">(zip)</span></span>			
<b>E-MAIL that <u>Counselor</u> checks &amp; reads</b> (print legibly): _____			
<b>CELL PHONE:</b> _____	<b>Is texting an option? Y or N</b> _____	<b>4-H CLUB</b> _____	
<b>HOME PHONE</b> _____	<b>SCHOOL</b> _____	<b>GRADE</b> _____	
<i>In case of injury or accident, notify:</i> Name _____ Relationship _____ Phone _____			

I am available to be a counselor at:

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

### **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.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Continued on page 2*

What skills or contributions will you add to the counselor team in making sure camp is successful? (ex. 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) \_\_\_\_\_



## 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, uphold high standards for self and accept consequences for inappropriate behavior
- Practice good citizenship, leadership and self-control
- Show respect to others, be courteous and respectful
- Use appropriate language at all times
- Be supervised by activity/program personnel at all times in which privacy would not be expected (restrooms, overnight stays, etc)

### The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor participants:

- Actions that bully, tease, dominate, or display sexualized behavior toward others
- Disrespect of others, unsportsmanlike, 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
- Being in spaces in which you are not permitted to be (including but not limited to unsupervised spaces, another's room, etc)
- Destruction or theft of property
- Violation of rules, including established curfew, when applicable
- Other conduct determined to be inappropriate for youth development

### 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.

### Staff/volunteer expectations:

- Will not have private contact with minors, including electronically
- Refrain from any criminal conduct
- Endeavor to provide a safe and healthy experience for all participants
- Report any child abuse or neglect in accordance with university policy

If you suspect or know that a staff member or volunteer is not acting in accordance to these expectations, please contact the activity or program director immediately. Additional information can be found at: [go.osu.edu/protectionofminors](http://go.osu.edu/protectionofminors)

I, \_\_\_\_\_, as a participant in an activity or program with minor participants, \_\_\_\_\_ 4-H Camp \_\_\_\_\_,  
(name of minor, print) (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  
(parent/guardian, print) 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.
  - Get to know each of the campers personally and by name.
  - Have all campers, including myself check in any of their medications with the nurse.
  - Make sure each camper uses personal hygiene.
  - Make sure that all of my campers are familiar with camp facilities and camp rules
  - 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 \_\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Informed Consent**  
**4-H Camp Palmer Shooting Sports Program**

I understand that my child/charge, \_\_\_\_\_, will be participating in the 4-H Shooting Sports Program at 4-H Camp Palmer. Related activities while participating in the Shooting Sports Program may include, but is not limited to firearms safety and shooting firearms. Involvement in this activity may lead to contact with individuals who have experience in shooting sports and individuals who are inexperienced with shooting sports activities. I also understand that participation in this activity is strictly voluntary and is not a requirement for 4-H membership.

I am aware and have discussed with my child/charge that:

1. All participants will be required to follow instructions of certified shooting sports instructors and other adult and teen counselors while at camp ;
2. Participants are not to bring firearms, archery equipment, and ammunition as they will all be provided;
3. Other participants may act in negligent manner which otherwise may result in harm to my child;
4. Hiking may give rise to risk of injury arising from the surface or subsurface of the ground on which the hiking occurs;
5. Participation in sporting/recreational events may give rise to injury as a result of collisions with another individual or sudden falls;
6. Handling and discharging firearms or archery equipment may lead to injury, death, or loss to participants.

I recognize that the above outlined activities and potential resulting risks may cause injury, death, or loss to participants or other persons in the immediate vicinity.

I have discussed with my child/charge the importance of following directions and safety procedures, which will be outlined by 4-H volunteers prior to activities.

I understand that my child is not required to participate in this activity, but grant permission for him/her to do so, despite possible risks. I recognize that by participating in this activity, as with any physical activity, my child may risk personal injury. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**2022 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 3, 2021** (*for the 2022 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:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with teens/peers					
Ability to work with adults					



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Phone: 419-636-5608

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**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:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with teens/peers					
Ability to work with adults					