

## **APPENDICES**

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**Appendix A**

**Camp B-More Incident Report**

**Medical/Behavioral/Safety Issue**

Date of Incident: Time: (AM / PM) Names of Camper(s)/Staff involved:

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Names of Camper(s)/Staff as witnesses:

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Description of Incident/sequence of events in detail/where occurred:

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Action Taken:

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If injured, was participant in an activity at the time? (what activity): -

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What could have been done to prevent the injury?:

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Any equipment involved in an accident? (what kind): -

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Comments/Suggestions:

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Name of person submitting report: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **Appendix B**

### **Job Description: Camp Director**

The Camp Director reports directly to the Board of Directors, and has overall responsibility for the planning and operation of all aspects of the camp.

#### ***Qualifications***

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp H-Town or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Has overall responsibility for the planning and operation of the camp.
- Works with the Assistant Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Plans staff training, delegating aspects of the training to the appropriate staff.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a “team atmosphere,” dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Verifies whether campers have parental consent forms on file to permit photos, videos, and/or interviews of the camper, and will ensure that those campers whose parents did not give such consent will not be exposed to photos, videos, and/or interviews. Only the Camp Director has the authority to introduce a camper to the media.
- Acts as final arbiter in all disputes, disagreements and disciplinary situations. The Camp Director has the right to relieve any staff of their responsibilities during camp if engages in unsafe practices, is disruptive or insubordinate, or violates camp policy.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual.
- Leads group activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Leads staff meetings, encouraging free interchange of ideas and feedback from all staff.
- Coordinates Morning Roundup.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading & transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff’s report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## Appendix C

### **Job Description: Assistant Camp Director**

The Assistant Camp Director reports to the Camp Director, and has responsibility to assist the Camp Director in the performance of his or her duties.

#### ***Qualifications:***

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp H-Town or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Assists the Camp Director with overall responsibility for the planning and operation of the camp.
- Authorized to take over the responsibilities and role of Camp Director in the Camp Director's absence.
- Serves as conduit for communication and liaison between Camp Director and remainder of staff.
- Works with the Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Assists in staff training.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a "team atmosphere," dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual
- Assists in leading activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Attends staff meetings, encouraging free interchange of ideas and feedback from all volunteers.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading and transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff's report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## **Appendix D**

### **Job Description: Mental Health Specialist**

The Mental Health Specialist reports to the Camp Director, and has responsibility to provide emotional support to children while at camp.

#### ***Qualifications***

- A minimum bachelor's degree, but master's degree preferred.
- Credentialed as a Certified Mental Health Specialist through the council.
- Adheres to a code of ethics and standards established by the Council.
- Minimum five years' experience working as a Mental Health Specialist with oncology population in a medical institution.
- Demonstrates excellent interpersonal and communication skills.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp H-Town or another pediatric oncology camp.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Establishes lines of communication with each cabin during camp, consulting with counselors each day with regard to general overall and individual camper coping or psychosocial concerns, i.e., participation issues, homesickness, fear, worry, bullying, etc.
- Provides focused support to campers experiencing challenges or difficulties while at camp.
- Maintains open lines of communication regarding psychosocial concerns with Camp Director and Camp Leadership Staff.
- Reports any of the following to the Camp Director:
  - "use of alcohol, tobacco, illegal drugs;
  - "abusive behaviors or language;
  - "lack of adherence to safety rules or good safe practices;
  - "the presence of strangers;
  - "inappropriate physical contact by campers or counselors; or
  - "other behavior unacceptable in a pediatric oncology camping environment.
- Assists with camp program activities and other camp wide activities as requested and available.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

## Appendix E

### **Job Description: Medical Director**

The Medical Director reports to the Camp Director, and has overall responsibility to provide medical care campers and oversee staff nurses in the performance of their duties. Works in coordination with camper's personal physician and the camp physician.

#### ***Qualifications***

- Licensed physician/nurse practitioner/registered nurse in their practicing state.
- Oncology and/or pediatric experience.
- Board eligible/certified in one of the following disciplines preferred:
  - Oncology;
  - Pediatrics; or
  - Emergency Medicine.
- Has negative TB test, CPR certification and advanced first aid preferred.
- Camp experience preferred.
- Supervision skills.
- Commitment to pre-camp planning.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Education of camp medical staff.
- Administration of health policies.
- Supervision of medical staff.
- Oversight of camper admissions.
- Review of individual health status of campers.
- Supervision of medication administration to include chemotherapy.
- Supervision of necessary treatment.
- Provision of care for acute illness and/or injury.
- Development and oversight of policies of the camp related to health matters.
- Provision of communication with camper's physician/oncologist when needed.
- Ensuring that all campers are provided with a healthy, safe environment consistent with each camper's medical condition and capacity of the camp.
- Education of all camp personnel concerning each camper's diagnosis, care and treatments.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual
- If Medical Director is an RN, he/she will defer to the Pediatric Oncologist or Nurse Practitioner in the event of an emergency.
- Participates as member of the Leadership and Medical Committee with a commitment for consistent attendance at Committee meetings.

## Appendix F

### **Job Description: Medical Team**

The Medical Team reports to the Medical Director, and has responsibility to assist in the provision of medical care campers.

#### ***Qualifications***

- Licensed physician, Nurse Practitioner, or Licensed Registered Nurse with experience in pediatrics, oncology, or emergency room preferred.
- Possesses negative TB test, current CPR certification and advanced first aid preferred.
- Demonstrates excellent interpersonal and communication skills.
- Commitment and available for pre-camp planning, training and coordination on the medical team.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Staffs infirmary per schedule to provide first aid care and triage campers and volunteers with backup from Pediatric Oncologist, PNP and/or Medical Director.
- Assists with routine medication administration to campers and staff.
- Administers chemotherapy as ordered (if proper experience exists and expertise is documented via certification or similar process).
- Participates in camper recruitment and screening prior to camp and assists in determining medical eligibility of all potential campers.
- Participates in pre-camp planning sessions.
- Participates in "Med Shed" setup, management of the dispensary, accurate record keeping, and organization during camp.
- Administers routine first aid and emergency first aid, when necessary. Monitors daily sick calls. Accompanies emergency transport of camper to hospital as directed by the Medical Director.
- Assumes an on-call schedule as necessary with back up from camp physician, PNP and/or Medical Director.
- Observe camper and staff health status and concerns, assisting in management of any camper or staff disabilities.
- Assists with camper screening and medication check-in upon arrival at camp.
- Be available to accompany campers to offsite activities as designated by the Medical Director, as requested by the Camp Director.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual
- Be aware of and refer any psychosocial concerns to the Mental Health Specialist and discipline concerns to the Camp Director.
- Promotes communication and cooperation among all members of the volunteer staff and the Camp Director. Works cooperatively with all volunteers and the Camp Director to create a "team" dedicated to enhance the best camp experience for all children attending.
- Maintains communication skills that encourage positive response and outcome.
- Maintains optimum enthusiasm and presents a positive example.
- Be aware of and enforce all safety and risk management policies.

## Appendix G

### **Job Description: Program Director**

The Program Director reports to the Camp Director, and has responsibility to plan, coordinate, and oversee implementation of programming/activities for the campers.

#### ***Qualifications***

- Experience in leading groups of children.
- Demonstrates excellent interpersonal, communication and organizational skills.
- Commitment and availability for precamp planning and coordination.
- Commitment to Program Committee membership and attendance.

#### ***Responsibilities***

- Participates in precamp planning sessions with the Activities Committee.
- Plans the activities program, presents the activity program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment, maintaining expenses within the camp budget.
- Creates a written activities program and timeline for use at camp, working with the Camp Director to create the Master Schedule.
- Confirms participation of all visitors/vendors and timeline three weeks prior to camp.
- Directs and/or coordinates all activity events at camp, facilitating communication and participation of all members of the activities team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.



## Appendix H

### **Job Description: Arts & Crafts Director**

The Arts & Crafts Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of art and crafts programming/activities for the campers.

#### ***Qualifications***

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching arts and crafts activities to children.
- Ability to successfully complete wide range of arts and crafts activities, providing exemplary models to children.

#### ***Responsibilities***

- Participates in precamp planning sessions with the Activities Committee.
- Plans the art program, presents the art program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of art supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Art Projects.
- Plans, coordinates, and implements the All Camp Group Art Project.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

## Appendix I

### **Job Description: Music Director**

The Music Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of music programming/activities for the campers.

#### ***Qualifications:***

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching music activities to children.
- Ability to successfully complete wide range of music activities, providing exemplary models to children.

#### ***Responsibilities:***

- Participates in precamp planning sessions with the Activities Committee.
- Plans and presents the music program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed music supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of music supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Plans, coordinates, and implements the Camp H-Town Got Talent show.
- Plans, coordinates, and implements the Virtual Campfire songs/entertainment.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Music Projects.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

## Appendix J

### **Job Description: Cabin Staff**

Cabin Staff report to the Camp Director and/or Assistant Camp Director, and have responsibility for ensure the safe participation of campers in all activities, living with campers in their cabins.

#### ***Qualifications***

- Demonstrates skills in the areas of communication, problem solving and personal responsibility.
- Past experience working with children.
- Basic first aid or CPR preferred.
- Demonstrates interest in community service or volunteer activities.
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Provide leadership and guidance to a cabin of 8 to 12 campers.
- Work together with Co-Cabin Staff member to provide consistent and unified leadership and direction.
- Cooperate with Camp Staff to create a “team.”
- Enhance the best camp experience for all children attending.
- Create a consistently positive and nurturing atmosphere for all campers, personally accepting the direct responsibility for the safety, health and general well-being of each camper.
- Interpret and enforce all safety, health and hygiene regulations for campers, assuring a safe and healthy camp experience.
- Guide the individual camper to participation in group and camp activities, assisting them in having a good adjustment to their camp experience and to each other.
- Assist with camp program activities and other camp-wide activities as assigned.
- Participate in and completes all pre-camp requirements.
- Follow all camp policies, rules and regulations as outlined in this Policy Manual and presented at training.
- Report any signs of fever, other illness or injury, or exceptional fatigue to the Camp Leadership Staff.
- Attend mandatory Camp Staff meetings.
- Accept the responsibility of camper supervision, coordinating this supervision with Co-Cabin Staff to assure the appropriate staff-camper ratios are being met.
- Plan and participate in daily cabin activities with Co-Cabin Staff and campers, being cognizant of adjusting activities according to the ability and energy level of each camper.
- Reports any of the following to the Camp Director:
  - use of alcohol, tobacco, illegal drugs;
  - abusive behaviors or language;
  - lack of adherence to safety rules or good safe practices;
  - the presence of strangers;
  - inappropriate physical contact by campers or counselors; or
  - other behavior unacceptable in a pediatric oncology camping environment.
- Participate in the end-of-session evaluation sessions (oral and written).

## Appendix K

### **Job Description: Support Staff**

The Support Staff reports to the Program Director, and has responsibility to assist where needed in any and all aspects of camp.

#### ***Qualifications***

- Experience working with children
- Strong communication and organizational skills
- Experience working as part of team
- Ability to adapt to new situations and assimilate quickly
- Ability to work in many different areas with enthusiasm and dedication
- Must love kids, and must love to have fun.

#### ***Responsibilities***

- Participates in daily activities as assigned.
- Works as part of team in any assigned area.
- Follows directions and guidance of area supervisor.
- Interacts with all campers and Camp Staff rotating through activity area and ensures participation and program success.
- Familiarizes oneself with plans for alternative and modified activities to meet different needs to campers.
- Meets daily with Camp Director to provide information, share feedback and access supervision.
- Promotes a positive climate and fosters effective teamwork among all campers in the activity area.
- Completes self-assessment and program evaluation in a timely fashion.

## Appendix L

### **Job Description: Media Manager**

The Media Manager reports to the Camp Director, and has responsibility to manage the media and the media staff. Prior to camp they create a shot list for the week of camp to be given to the photographers and videographers. Provide any media needed by the Camp Director during the week of camp.

#### ***Qualifications***

- Experience working with children
- Strong communication and organizational skills
- Experience working as part of team
- Ability to adapt to new situations and assimilate quickly
- Ability to work in many different areas with enthusiasm and dedication

#### ***Responsibilities***

- Ability to insure media is acquired from the photographers / videographers, either in person hand offs / uploads or uploads by the photographers / videographers.
- Participates in daily activities as assigned
- Works as part of team in any assigned area
- Follows directions and guidance of area supervisor
- Interacts with all campers and Camp Staff rotating through activity area and ensures participation and program success
- Connects daily with Media Staff to provide information, share feedback and access supervision
- Connects daily with Camp Director to provide information, share feedback and access supervision
- Promotes a positive climate and fosters effective teamwork among all campers in the activity area

#### ***Key Responsibilities:***

- Provide shot list to media staff.
- Provide upload links to media staff.
- Media manager is to provide camp group shots and highlights to the camp director / newsletter staff for nightly report
- Media manager is to provide all footage by the end of each camp day / next morning to video editor (if doing a video for the week)
- Maintain a digital archive of images for future reference
- Work closely with the camp management team to understand the camp's photography needs
- Be creative and find innovative ways to capture camp experiences
- Participate in camp activities and events

#### ***Requirements:***

- Previous experience as a media manager
- Knowledge of digital cameras, lenses, and editing software
- Ability to work independently and as part of a team
- Ability to remain on your feet for long periods of time
- Good organizational and time management skills
- Ability to work under pressure and meet tight deadlines
- Enthusiasm for camp activities
- Must follow medical requirements (i.e. covid testing, vaccines)
- Must complete all pre-camp requirement and online trainings
- Must attend in-person training the 2-days prior to camp

#### ***Working Hours:***

- Based on the camp schedule and media needs (these are long days 8 am to 9/10 pm depending - there is built in downtime)
- Stay on-site at assigned location for the duration of the week following camp health and safety protocols

## Appendix M

### **Job Description: Media Staff**

The Media Staff reports to the Media Manager, and has responsibility to capture the images/video of camp daily and upload post to social media, photo sharing sites, and other areas as needed. They are responsible for working with the Social Media Manager as needed to ensure proper branding.

#### ***Qualifications***

- Experience working with children
- Strong communication and organizational skills
- Experience working as part of team
- Ability to adapt to new situations and assimilate quickly
- Ability to work in many different areas with enthusiasm and dedication

#### ***Responsibilities***

- Capturing memorable moments and scenic images of camp and its participants to be used for promoting the camp and preserving memories
- The camp photographer / videographer is responsible for their own camera equipment
- Participates in daily activities as assigned
- Works as part of team in any assigned area
- Follows directions and guidance of area supervisor
- Interacts with all campers and Camp Staff rotating through activity area and ensures participation and program success
- Connects daily with Media Manager to provide information, share feedback and access supervision
- Promotes a positive climate and fosters effective teamwork among all campers in the activity area

#### ***Key Responsibilities:***

- Take high-quality photos and videos of camp activities, events, and participants
- Photographer is to edit images at the end of each camp day with top 20 - 30 pictures and group photo available by the following morning
- Videographer is to upload all footage by the end of each camp day
- Maintain a digital archive of images for future reference
- Work closely with the camp management team to understand the camp's photography needs
- Be creative and find innovative ways to capture camp experiences
- Participate in camp activities and events as a photographer/videographer

#### ***Requirements:***

- Previous experience as a photographer/videographer
- Proficiency in using a digital camera, lenses, and editing software
- Ability to work independently and as part of a team
- Ability to remain on your feet for long periods of time
- Good organizational and time management skills
- Ability to work under pressure and meet tight deadlines
- Enthusiasm for camp activities
- Must follow medical requirements (i.e. covid testing, vaccines)
- Must complete all pre-camp requirement and online trainings
- Must attend in-person training the 2-days prior to camp

#### ***Working Hours:***

- Based on the camp schedule and photography needs (these are long days 8 am to 9/10 pm depending - there is built in downtime)
- Stay on-site at assigned location for the duration of the week following camp health and safety protocols

Name:

Cabin:

# Camper Feedback Forms

1. Describe camp in one word.

2. What would you tell someone who was thinking about signing up for Camp B'More?

3. What was the most memorable moment for you?

4. Please finish the following statement:  
Because of Camp B'More...

5. How did you feel at the start of camp?  
How did you feel at the end of camp?



## Appendix O

# Camp B-More Staff Feedback

Please help us make camp better by sharing with us your insights on camp.  
Thank you!

\* Required

1. What surprised you the most about Camp B'More? \*
2. Was Camp B'More what you expected? Please share details as to why you feel this way. \*
3. Did you receive enough staff support (prior and during camp) and what can we do to improve in that aspect of camp?
4. What is your favorite moment from Camp B'More and what makes it so? \*
5. What was the hardest part of your role at Camp B'More and what can we do to help make it easier in the future? \*
6. Are there any other suggestions you would make for next year? What we do, who we serve, and how we do camp? \*
7. Is there anything else you would like to share? \*
8. Your name is optional

Thank You for your time as a Camp B-More Staff Member!

Thank you for helping make camp such an amazing experience for the campers! We hope you enjoyed yourself and will see you back here next year!

# Staff Evaluation

Staff Member being evaluated \_\_\_\_\_ Date \_\_\_\_\_

Position at camp \_\_\_\_\_

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<b>Group Presentation</b>	Lacks confidence to step up and take charge.		Let's others lead but shows support through attitude/participation.		Can take control of the group and get everyone to participate in an activity.
Notes:					
<b>Initiative</b>	Does nothing to help out.		Takes the initiative occasionally.		Steps up and does things without being asked.
Notes:					
<b>Motivation &amp; Attitude</b>	Talks bad about activities or people.		Attitude towards certain camp activities discourages camper participation.		Participates in and enjoys activities/groups.
Notes:					
<b>Models Appropriate Behavior</b>	Blatant disregard for rules; defies authority.		Demonstrates an understanding of most rules.		Promotes camp rules & campers look up to him/her and models appropriate behavior.
Notes:					
<b>Promptness</b>	Doesn't show up or is always late for activities/cabin time.		Occasionally tardy.		Always prompt to activities/cabin time.
Notes:					

<b>Teamwork with Staff</b>	Thinks only of him/herself; has his/her own agenda.		Will help/speak up if asked.		Consistently focuses on camp needs and own role on the team in all camp situations.
Notes:					
<b>Camper Relationship</b>	No close relationships with campers.		Communicates with individual campers when needed.		Good understanding of individuals.
Notes:					
<b>Problem Solving</b>	Gives campers choices for solution.		Asks campers to think about solution, doesn't immediately give solution.		Encourages campers to listen to other's ideas.
Notes:					
<b>Behavior Strategies</b>	Does not address negative behavior.		Consistently responds to negative behavior.		Addresses the issue one on one (not in front of the group).
Notes:					

Would you recommend this staff member be nominated for the same position next year? Y / N

If a different position next year, what would it be?

# Off-Site Activity Checklist

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Off-Site Liaison: \_\_\_\_\_

Scheduled Arrival Time: \_\_\_\_\_ AM / PM

Scheduled Departure Time: \_\_\_\_\_ AM / PM

**Closest Hospital:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

## Bus Company Contact info

Driver Name: \_\_\_\_\_

Driver Contact Number: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_

# Off-Site Activity Checklist

**Bus #** \_\_\_\_\_ **Attendance**

Cabin / Role	Name	There	Back



