

# SUMMER STAFF PLAYBOOK



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# WELCOME!

I am beyond excited that you are here with us this summer to impact the next generation for Christ at Kids Across America! You are stepping into a legacy of servant leaders—thousands of incredible individuals from across the country who have given their summers to serve and shape lives for God’s glory. Over 150,000 kids have come through the gates of KAA, and now it’s your turn to make an eternal impact.

This will be a summer like no other—one that could change your life. If you come with a heart that is humble, teachable, and ready to serve, you will not only witness transformation in the campers but also experience it in your own walk with Christ.

At KAA, we are deeply committed to the growth and development of every staff member. We consider it a sacred trust to steward the lives God brings through our gates. That’s why we promise three things to every summer staffer:

1. We will equip you to do hard things well—because hard things shape strong leaders.
2. We will teach you how to study God’s Word accurately—so you can build your life on unshakable truth.
3. We will invite you into authentic community—not just for the summer, but for life. You will be encouraged, equipped, and empowered to lead and serve with boldness.

Our prayer is that, through these three focuses, you’ll be strengthened for whatever God calls you to next.

It is with great joy that I welcome you to Team KAA. YOU KNOW!



**RANDY ODOM**  
**PRESIDENT & CEO**

# BIBLICAL FOUNDATION

**ONE TRUE GOD:** Genesis 1:1; Exodus 3:14; Isaiah 43:10 – 11

We believe the one true God has revealed Himself as the eternally self-existent “I AM,” the creator of Heaven and Earth.

**THE LORD JESUS CHRIST:** Colossians 1:15-22; 1 Thessalonians 4:16; 1 Peter 3:18

We believe that Jesus Christ is the “Image of the invisible God” and that in Him, “all deity dwells in bodily form.” We believe in His virgin birth, His sinless life, His death on the cross as the substitution atonement for sin, His literal bodily resurrection from the dead, His present ministry of intercession in Heaven, and His personal future return to the earth.

**THE HOLY SPIRIT:** John 14:16; Rom. 8:14-16; Ephesians. 1:13; Phil. 1:6; Phil. 2:13

We believe the Holy Spirit convicts men of sin and regenerates, indwells, seals, sets apart, and empowers believers for service, for Holy living and a Holy life. We believe that “God is at work within us both to will and work to His good pleasure” and that “He will continue to perfect us until the day of Christ Jesus.”

**THE GODHEAD:** Genesis 1:26; John 1:14, 15:26, 17:21; Ephesians 4:4-6

We believe in the unity and trinity of the Godhead existing in three persons: The Father, the Son, and the Holy Spirit. These three persons are One God having the same nature, attributes, and perfection.

**MAN:** Genesis 1:27; 2:22; Romans 3:23, 5:12; Hebrews 9:27

We believe that man was created in the image of God but was separated from God by sin and shall be judged; and that only through the Blood of Christ and regeneration by the Holy Spirit can salvation and spiritual life be obtained.

**SALVATION:** Ephesians 2:8-10; I Corinthians 15:3-4; John 1:12

We believe in salvation by grace, a free gift from God apart from works. Salvation comes through repentance, a turning from one’s own way to God’s way, and accepting Jesus Christ in personal faith.

**THE SCRIPTURES:** 2 Timothy 3:15- 17; II Peter 1:19-21

We believe both the Old and the New Testaments of the Bible to be the inerrant Holy Word of God, inspired in every part by the Holy Spirit. The Bible is the revelation of God for the equipping of man and is the final authority for faith and life.

## KAA’S CORE VALUES

**Christ Centered:** We aspire to reflect the love of Christ and lift him up in all we do.

**Education and Training:** We actively engage people in life-changing learning experiences that provide growth and enrichment.

**Stewardship:** We will honor God with all our resources and celebrate those who provide them.

**Integrity:** We commit to open communication, honesty, and personal and organizational accountability.

**Culturally Relevant:** We will engage our communities in ways that are compelling and relevant to them.

**Unity:** We embrace cultural differences, build bridges, resolve conflict peaceably, and seek to be an example of unified diversity.

# 7 PRINCIPLES OF SERVANT LEADERSHIP

## **PRINCIPLE 1:**

Servant Leaders humble themselves and wait for God to exalt them (Luke 14:7-11)

## **PRINCIPLE 2:**

Servant leaders follow Jesus rather than seek a position (Mark 10:32-40)

## **PRINCIPLE 3:**

Servant leaders give up personal rights to find greatness in service to others (Mark 10:41-45)

## **PRINCIPLE 4:**

Servant leaders can risk serving others because they trust that God is in control of their lives (John 13:3)

## **PRINCIPLE 5:**

Servant leaders take up Jesus' towel of servant-hood to meet the needs of others (John 13:4-11)

## **PRINCIPLE 6:**

Servant leaders share their responsibility and authority with others to meet a greater need (Acts 6:1-6)

## **PRINCIPLE 7:**

Servant leaders multiply their leadership by influencing others to grow (Colossians 2:6-8)

*“Jesus mandated a form of leadership that's radically different from the model we're usually most familiar with... He showed us that true leadership starts on the inside with a servant heart, then moves outward to serve others... character in the form of a servant heart precedes the use of effective leadership methods.”*

*- Blanchard, Hybels, Hodges*

**What kind of servant-leader will you be THIS SUMMER?**



## KAA's Vision

Transforming urban youth to impact their communities for Christ.

## KAA's Mission

To build Christian leaders by **encouraging, equipping, and empowering** urban youth and mentors through camping and education.

### Evangelizing



- Bible Study
- Flag
- Verse of the Day
- Worship Service
- Time w/campers
- Crosstalk

### Encourage

- ✓ Verbal Affirmation
- ✓ Birthday Celebrations
- ✓ Bumble Bees
- ✓ CQ Certificates
- ✓ Specialty Awards
- ✓ Character Awards
- ✓ Honoring Seniors

### Empower

- ✓ Imprint Talk
- ✓ Say So
- ✓ Harambee
- ✓ Covenant Family
- ✓ Bible Study Classes
- ✓ Gathering/Frontline

### Equip



#### Biblical Principles

- ✓ Biblical Doctrines of God, Man, Sin and Salvation

### Socially



#### Conflict Resolution

- ✓ Teamwork
- ✓ Purity
- ✓ Relationships
- ✓ Integrity
- ✓ Forgiveness
- ✓ Humility
- ✓ Grace
- ✓ Stewardship
- ✓ Family structure
- ✓ Accepting
- ✓ Responsibility
- ✓ Discretion
- ✓ Modesty



- ✓ Championship Locker
- ✓ KP Duties
- ✓ Frontline
- ✓ 1 on 1
- ✓ Gathering
- ✓ Harambee

- ✓ Camp Discipline
- ✓ Competition • Ropes Course
- ✓ High Adventure • Challenge Course



# OUR PEOPLE



## CAMPERS

- Kids and young people that attend camp(s).
- We have been entrusted with someone's child. This is a huge responsibility, and we will do everything in our power to love, serve, protect, encourage, and challenge.

## KALEOS

- Kaleos are group leaders that bring kids to camp.
- Kaleos meet in the Payne Stewart Memorial Center (PSM) for daily activities.
- Kaleos are very helpful in discipline. They provide insight and feedback on the campers they bring.
- Kaleos may help teach class; however, you oversee the class.
- Kaleos are not allowed inside cabins.

## GUESTS

- Anyone not directly involved with camp.
- We want all our guests to feel welcome.
- It will sometimes be difficult to determine who is a guest and who isn't. Each staff member should engage any vehicle or individuals on camp property that doesn't have an I.D. or visitor's badge.
- Direct visitors to the office to get checked in.

# CAMPER CONTACT & INTERACTION

## APPROPRIATE CONTACT

- An arm around the shoulder
- Three -second side hugs
- High Fives, fist bumps, elbow touches, etc

## INAPPROPRIATE CONTACT

- Touching kids in a state of anger
- No hugging with opposite sex
- Sexual joking, bathroom humor, homosexual joking, or verbal harassment
- Lying or sitting on anyone's bed
- No back rubs, tickling, wedgies, mooning
- No kissing
- Never touch a staff member or camper's private parts for any reason
- Sharing personal information without permission

***\*\*Failure to follow KAA guidelines concerning appropriate contact with a camper may result in corrective action up to and/or including termination of employment.***

# CHILD PROTECTION PLAN (CPP)

## TRAINING / ORIENTATION

KAA provides age-appropriate information to campers during the Safe and Secure talk covering (in part):

- Modesty
- One-on-one's
- Good touch vs. Bad touch
- Good talk vs. Bad talk
- Bullying
- Your territory
- Communication after camp
- Recognize/Resist/Report
- Consequences

**KAA will provide this talk weekly during each camp session to re-address:**

### 6 Shields

- Modesty
- One-on-one's
- Good touch vs. Bad touch
- Good talk vs. Bad talk
- Bullying
- Your territory

**GOOD TOUCH/  
BAD TOUCH**

**GOOD TOUCH**

- ✓ High-fives
- ✓ Short side hugs

**MAKE IT PUBLIC**

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**KIDS ACROSS AMERICA GETTING THE JOB DONE**  
 CABIN COMMITMENT CARD

The Kids Across America **Getting the Job Done** expectations have been clearly and thoroughly explained to me. As a Camper, I understand what is expected of me and will abide by these standards so that Kids Across America will be a healthy and safe place for all. I also understand that I am responsible to recognize, respond, and report any inappropriate behavior if it does occur.

CABIN: \_\_\_\_\_ TERM: \_\_\_\_\_




### HOW TO REPORT

If you find yourself in an uncomfortable situation or see someone else involved in one, please IMMEDIATELY REPORT the incident by:

<b>01</b> Telling a Safe Adult. (Counselor, Director, Etc.)	<b>03</b> Tell a Camp Nurse
<b>02</b> Putting a Note in the Safe Box.	<b>04</b> Call 1-800-A-CHILD

# CHILD PROTECTION PLAN (CPP)

## GUIDELINES FOR REPORTING MISCONDUCT

- Verbal reporting
- Safe Box reporting
- Phone reporting

## CHILD ABUSE AWARENESS

- Definition of child abuse
- Impact of sexual abuse
- Recognizing a child molester
- Recognizing warning signs and symptoms of abuse
- Reporting suspected abuse

## ETHICS VS. COMPLIANCE TRAINING

- Difference between ethics and compliance
- Understand how and why compliance is a subset of ethics
- Identify situations that excuse the lack of ethical behavior

## GUIDELINES FOR YEAR-ROUND CONTACT WITH MINORS

- General Guidelines
- Phone and Texting
- Written communication (post cards/letters)
- Electronic communication (E-mail/Facebook/Social Networking)
- Home visitation
- Mentoring and listening and/or sensitive subject protocol

## TRANSPORTATION GUIDELINES

- When staff provide transportation of youth
- Campers in Golf Carts

## 360 DEGREE SUPERVISION TRAINING

- 3 Reads
- 6 Shields
- Zero Tolerance

# CHILD PROTECTION PLAN (CPP)

## STEP 1:

- Primary/Secondary Supervision
- Primary Supervision:
  - Any staff/volunteer who assumes a role with direct supervision of an individual or group. (i.e., Leaders of small groups, programs/activities/retreats etc.)
- Secondary Supervision:
  - Any staff/volunteer who are not in direct supervision of an individual or group.

## STEP 2:

- 3 Reads (during weekly safety briefing regarding supervision/awareness of staff/volunteers)
  - Who are they?
  - What are they doing?
  - Where are they?

## STEP 3:

- Assess Compliance against the Six Shields previously covered

### ***KAA provides a weekly Safety Briefing for staff on the following:***

- 3 W's (Who, What, Where)
- 3 T's (Touch, Talk, Territory)
- 3 R's (Recognize, Resist, Report)

# CAMPER CONDUCT

## UNACCEPTABLE BEHAVIOR AT CAMP

The following behaviors will not be tolerated by campers and staff while at camp:

- Use or possession of alcohol, drugs, or tobacco including E-Cigarettes, vaping, snuff, dip/chew, marijuana, chewables, edibles, cbd oils
- Stealing, lying, or gossiping.
- Profanity or inappropriate language and conversation.
- Negative or disrespectful attitude.
- Skipping classes.
- Bullying.
- Drug paraphernalia, weapons, or any other contraband (use or possession of).
- Keeping meds or electronics in cabins vs. in the Health Center.
- Campers are not allowed to have relationships (dating/boyfriend/girlfriend/intimate) with other campers while at camp.
- All staff members should be aware of inappropriate conduct between campers.
- KAA staff should be vigilant to report inappropriate conduct between campers.
- Electronics or cell phone usage without permission from a director and Kaleo leader

***\*\*Report any violations to a director immediately.***



Form Number:

Are there any witnesses? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, list \_\_\_\_\_

The family demographics, including other children in the home or at camp:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does camper have siblings currently attending camp? \_\_\_\_\_ If yes, which camp(s)? \_\_\_\_\_

- Missouri Department of Social Services, Children's Division Hotline at 1-800-392-3738
- Missouri non-emergency cases can be reported online at [dss.mo.gov](http://dss.mo.gov)
- Abuse occurring in other states must be reported to those states.
- If victim is returning to the care or custody of their abuser, call 911.

Name of state employee: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Date contacted: \_\_\_\_\_ Number of contact: \_\_\_\_\_

Additional Notes, including reference number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did a Kaleo speak with you about this report? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and phone number of Kaleo contacted: \_\_\_\_\_

Notes on conversation with Kaleo:

\_\_\_\_\_  
\_\_\_\_\_

Staff person reporting abuse: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
Staff Person Signature

Kamp Director Assisting with report: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Kamp Director Signature

Executive Director Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director Signature

# CAMPER CONDUCT

## CAMPER DISCIPLINE

- Camper discipline is a way to equip the campers emotionally, physically, and most importantly spiritually.
- Discipline without love can lead to rebellion.
- You can “earn” the right to properly discipline a camper by spending time, listening and showing them that you care.
- No discipline is allowed outside of the *Getting the Job Done sheet*.
- Staff is not allowed to lay their hands on campers as a form of discipline. Failure to follow this guideline may result in corrective action up to and/or including termination of employment.
- Counselors must participate with camper in disciplinary actions.
- Speak purposefully.
- Act in a timely manner - Don't wait to do what you said you are going to do.
- Ask for help. Find a member of leadership if you need advice.
- Ensure campers understand the reason for the discipline, the standards they are expected to follow, and that you care.
- Make sure to report ALL discipline on the Discipline Log in front of the office they day the event occurs.

## WAYS TO SUPPORT CAMPERS DURING DISCIPLINE

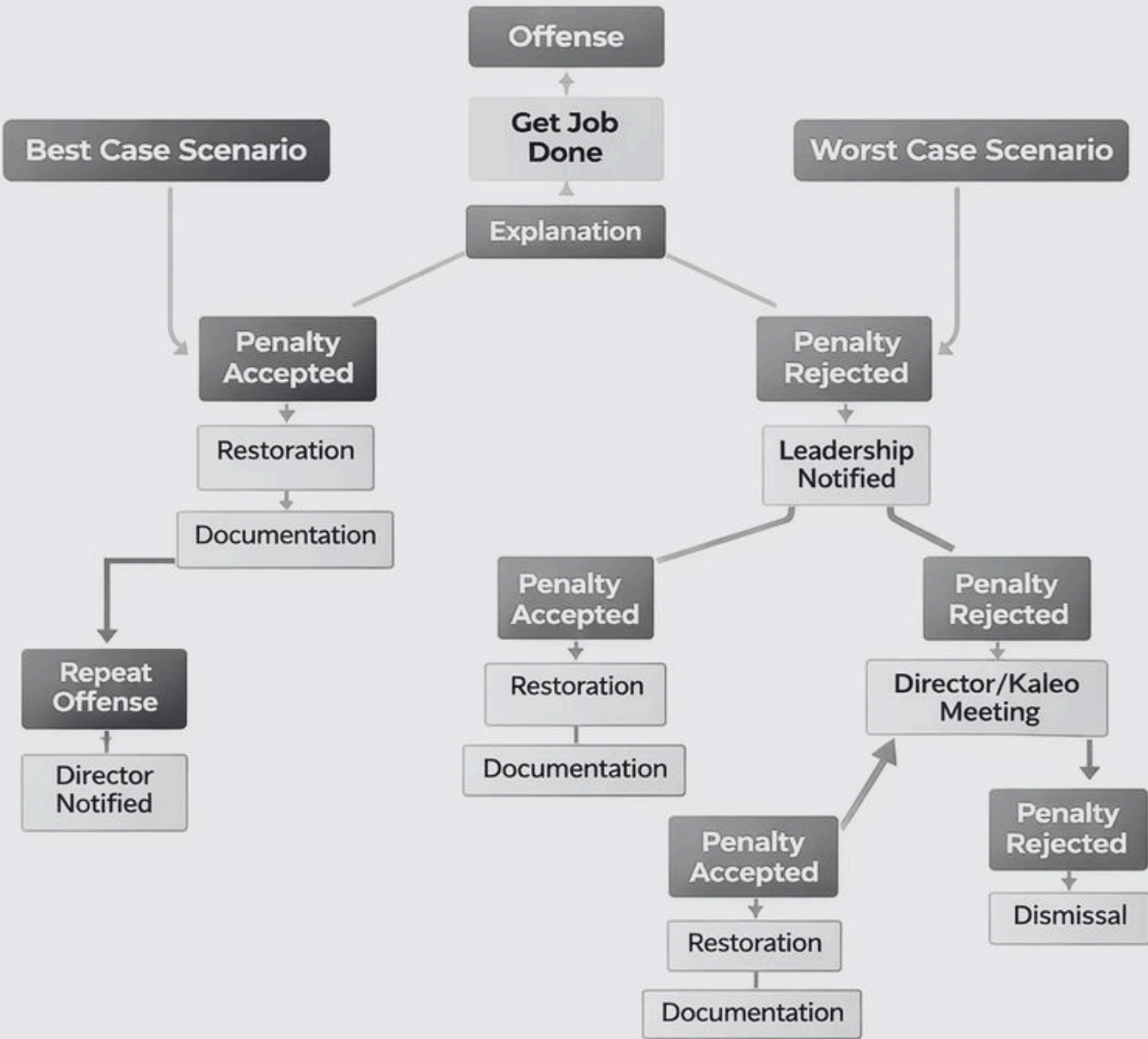
- Don't discipline or confront your camper in front of the rest of the group.
- Listen to all sides of the story.
- Encourage: Let them know they are not alone and that you care.
- Eliminate bi-standers as much as possible



## CAMPER ZONES OF DISCIPLINE

- **Grace Zone:** Grace Period. Everyone is good on Day 1.
- **Yellow Zone:** Follow “Getting Job Done” sheet.
- **Blue Zone:** Follow “Getting Job Done” sheet.
- **Red Zone:** Implemented by leadership only, Kaleo is informed and camper will eat with a staff member, separate from their cabin at mealtime.
- **Fire Zone:** The Fire Zone is decided by the camper, the counselor, camp leadership, the camp director, the executive director, and the camper's Kaleo. Campers should not be threatened with the fire zone by counselors or the camp leadership team. The goal of the fire zone is for the camper to be returned to the regular camp housing and programming. All those involved will make reconciliation and restoration the goal of the discipline process.

# The Discipline Cycle



**“DO NOT WITHHOLD DISCIPLINE FROM A CHILD”**

**PROVERBS 23:13**

# GETTING THE JOB DONE SHEET

	GRACE	YELLOW ZONE (Minor)	BLUE ZONE (Serious)	RED ZONE (Major)	FIRE ZONE (Critical/Illegal)
INVOLVEMENT	Counselor	Counselor OR Camp Leadership	Counselor AND/OR Camp Leadership	Camp Director Parents / Kaleo Safety Director	Camp Director Parents / Kaleo Safety Director Executive Team Security/ Law Enforcement
DOCUMENTATION & SUPPORTING EVIDENCE		Discipline Log (After first Grace Zone)	Discipline Log	Discipline Log Misconduct Report Witness Statements (if applicable) Supporting Photos (if applicable)	Discipline Log Misconduct Report Witness Statements (if applicable) Supporting Photos (if applicable)
REPORTING & RECORDING				Misconduct Report to Black Box Report Copy to Risk Management Notes in Circuitree Camper File Report to Authorities (if applicable)	Misconduct Report to Black Box Report Copy to Risk Management Report Copy to Human Resources Notes in Circuitree Camper File Report to Authorities (if applicable)
RESPONSE	Verbal coaching, pursue reconciliation, seek apology	First Offense: Verbal Coaching & Challenge Seek Apology or Repentance Pursue Reconciliation Among Parties	Discipline - Director Guided	Separate Parties Avoid Face-to Face Notify Parents / Guardian Discipline - Director Guided	Separate Parties   Avoid Face-to Face Notify Parents / Guardian Dismissal From Camp Report to Authorities (if applicable)
POSSIBLE CONSEQUENCE		<ul style="list-style-type: none"> <li>Up to 25 Push-up, sit-ups, or jumping jacks.</li> <li>Up to 5 Line drills or running laps around the court.</li> <li>Wear fire jacket</li> <li>Carry a rock</li> </ul>	<ul style="list-style-type: none"> <li>Run line drills or laps</li> <li>Run at FOB</li> <li>Forfeit free time</li> <li>Miss an activity</li> </ul>	<ul style="list-style-type: none"> <li>Forfeit free time</li> <li>Run at FOB</li> <li>Forfeit Party</li> <li>Service chores w/staff</li> <li>Miss an activity</li> </ul>	<ul style="list-style-type: none"> <li>Service Chores w/staff</li> <li>Isolation from Cabin</li> <li>Possible internal investigation</li> <li>Possible Dismissal from camp. (Repeat Offenses may be required to move up a zone)</li> </ul>

PRELIMINARY FOR DIRECTOR DISCUSSION REFUSAL TO ACCEPT CONSEQUENCE MAY RESULT IN MOVING UP A ZONE

# CAMPER CONDUCT

## HOMESICK CAMPERS

- Show them that you care.
- Play games with them tell them stories.
- Get them involved with other kids.
- Don't drop them off at the nurses' station.
- Encourage them to attend activities.
- Help them make friends.
- Seek guidance from leadership and Kaleo Team.
- If continues for 3 days, reach out to your director or leadership.

## BEDWETTING

- Do not let the rest of the cabin know.
- Bag soiled items and take them to nurses' station.
- Bleach/clean mattress.
- Replace bedding discreetly.

## SUICIDE

- If you notice or suspect any unusual behaviors or comments, contact the Camp Director immediately

## ABUSE

- If you notice or suspect any unusual behaviors or comments, contact the Camp Director immediately

## RUNAWAY OR MISSING CAMPER

- If you are missing/suspect a camper has run away, notify your director immediately.

## CAMPERS SUFFERING LOSS OF A FAMILY MEMBER

- Kaleo will notify Kaleo Director.
- Kaleo Director will notify counselor.
- Upon Kaleo's discretion the camper will be notified in the presence of, or by the Kaleo.

# CAMP PLACES & FUNCTIONS: THE OFFICE

Here you will find all information regarding lost and found, maintenance reports, schedules, mail, discipline logs and extra office supplies you may need for your cabins.

## LOST & FOUND

- Smaller, personal, and valuable items office (Bibles, journals, backpacks, wallets, glasses, watches, cellphones, cameras, jewelry, etc.) are held in th respective camp. All other items (clothing, shoes, towels, bed linens, water bottles, etc.) are taken to the lost & found box in front of gym. Lost and found not claimed 30 days after camp ends is considered surrendered.

## MAINTENANCE REQUEST

- The Maintenance Requests clipboard hangs outside the front office window and is accessible, day or night. Maintenance Requests are prioritized based on urgency.
- Allow at least 48 hours before following up on a request -dripping faucet, running toilet, broken flap, door spring, etc.
- If your request is urgent or time sensitive, overflowing toilet, busted pipe, dangerous conditions, etc., write it on the Maintenance Request sheet first and notify leadership or office personnel.

## OFFICE BULLETIN BOARD & PORCH

- The following are posted on each camp bulletin board or on the office porch:
  - Session Schedule.
  - Girls & Boys Daily Schedules (posted after breakfast).
  - Girls & Boys Competition Score Sheets.
  - Staff Bible study lists (on daily schedule clipboard).

## MAIL

Mail is delivered to staff mailboxes at lunchtime. You may check your mailbox after all campers have been dismissed from lunch.

Mailbox locations:

- Counselors, Komos, Bromos, Cooks, and Summer Maintenance: Dining Hall (to the right of the ladies' side door exit)
- Directors, Leadership, Office Personnel, and Kaleo: Office

If you receive a package, a package slip will be placed in your mailbox. Packages can be picked up at the office. Any items not permitted in cabins must be stored in your vehicle, placed in a designated area, or discarded.

Outgoing mail:

- Goodie Mail: Mail sent within the KAA camp system does not require a stamp.
- Postal Mail: All other mail must include a stamp.

## CAMPER OUTGOING MAIL

- Campers receive a Package Slip in their cabin mailbox. Packages can be picked up at the office.
- All outgoing mail must go through the office.
- Campers must be escorted by staff or Kaleo when dropping mail off.
- KAA provides free paper, envelopes and stamps for campers.

# CAMP PLACES & FUNCTIONS: THE OFFICE

## CABIN NEEDS REQUEST FORMS

- The Cabin Needs Request form hangs outside the front window at the office and are accessible day or night.
- Only request items specifically listed on the Cabin Needs list: light bulbs, trashcans, mattresses/mattress covers, hand soap, cleaning supplies, and shower curtains/rings. All else goes on the Maintenance Requests sheet.
- A separate request sheet will be located at the office for camper's personal needs, towels, clothing, and personal hygiene items
- These items will be at the Nurses Station or Kaleos may choose to purchase items on their own.
- Locker Coordinators will assist in getting needed items to campers.

*\*\*Cabin Needs Requests are managed by the Ladies & Fellas Locker Coordinators who follow up on a request.*

## OPENING DAY BINS

- Should be picked up at the office after lunch on opening day.
- Bins must be completed and turned into the office before dinner.
- Even if you have campers who haven't arrived by 6:30 pm, still turn in your bin.
- You may go back to get your bin again to finish it while campers are at dinner and evening program.
  - Do not leave bin in your cabin unattended.
- Bring late arrival campers to the office to complete paperwork as soon as they get to camp. Make sure they bring the following items with them to the office:
  - Money and medications – properly labeled.
  - Any items not allowed in the cabin.
  - Confiscated items are returned to Kaleos.

## LOST LUGGAGE

- If any of your campers have missing items, report to the office and add their information to the Lost Luggage Sheet.
- Ask camper for a detailed description of each item.
- If a campers luggage is not found by 7:00 pm, you can get linens and toiletries from the health center.

## CAMPER DISCIPLINE LOGS

- Camper Discipline Logs are kept in the office.
- Every discipline incident needs to be recorded on the Discipline Log, even if the action taken is Grace.
- Record the incident as soon as possible using the camper's first and last name.
- Record the incident using the calendar date, not the camp day.
- When a camper misses any amount of free time, notify their counselor.
- If an entire cabin is involved in an incident, enter the camper names separately.

## CAMP STORE

- Staff are allowed to make purchases only during their 24's and Off-Periods.
- Campers are not allowed to visit the Bookstore.

## DECISION FOR CHRIST

- Counselors will turn in all the names of campers who make decisions to accept or rededicate their lives to Christ.
- Each new believer will receive a New Believer Packet and/or Bible.
- Celebrate each camper who accepts Christ as their Lord and Savior for the first time as they ring the bell.
- As soon as possible, sit down with the camper and walk them through their New Believer Packet.
- Celebrate all campers who accepted Christ or make decisions to rededicate.

# CAMP PLACES & FUNCTIONS: DINING HALL

## THE YO

- When there is an announcement, during a meal, a staff will call “YO”. Everyone responds with “YO,” then grabs their seat and give speaker your attention–no talking.

## CHEERING THE YO

- Listen for the correct cheer language and **only** cheer when it is incorrect.

## ARRIVING LATE TO MEALS

- Anyone arriving late to a meal does push-ups or sit-ups.

## SPECIAL REQUESTS / DIETARY CONCERNS

- KAA does not cater to special requests, additional servings, or requests for items not on the menu and is not an allergen-free kitchen. Food allergen concerns should be addressed with the Director of Food Services.

## DINING HALL EXPERIENCE

The dining hall is a great place to learn to serving others and stewardship. The experience is exciting, fun, and full of activity which can be a bit overwhelming.

- Be patient with your campers as they learn and adjust to our system. Grace and understanding will serve your campers well.
- Ensure campers understand what the “Take All You Want” cheer is about before they get involved.
- Food is a ministry. When campers are fueled with good food, they are more apt to hear about Jesus and better able to participate in activities without the distraction of hunger.
- Let leadership know if a camper is not eating.
- When dancing, at least one counselor must remain at the table with campers.

## DINING HALL PROCEDURE

- Before the meal, one counselor and 2 KP’s (Kitchen Patrol) goes to the dining hall to set up. Wash your hands at the hand washing stations before entering.
- Counselors are to ensure only 2 campers at a time to go to the salad bar or cereal station.
- Table blocks should be used to minimize traffic in the Dining Hall
- At least one counselor must remain at the table with campers during meals.

# CAMP PLACES & FUNCTIONS: MEDICAL CENTER

## **MEDICATION**

- All medication and dietary supplements should be turned into the HealthCenter upon the start of campers being on-site. Staff should not keep medication in the cabin except for: Emergency inhalers, Epi-pens, or other items cleared by the director.
- When you turn in your medication, you will be given a combination to a lock box with keys to open a locker where you will store your medication. This locker is located on the porch of the Health Center where you will have access whenever needed.
- Campers are escorted to the Health Center by staff to receive their medications before or after mealtimes and after evening program (breakfast, lunch, dinner and bedtime). Make note of campers who take meds.
- Do not enter the Health Center during medication administration.

## **PERSONAL INJURY**

- If you are injured on duty or during a Voluntary Recreational Activity (VRC), notify your director and HR immediately, to complete Workers Compensation, and accident and injury reports, and go to the Health Center.

## **REOCCURRING / LONG LASTING INJURY**

- Ensure the scheduler is aware of health issues that could change where you serve at camp.

## **CAMPER INJURY / ILLNESS**

- STAY CALM. People will look to you on how to respond. Remember the effects of “psychological time” during emergency situations.
- ALL injuries must be reported regarding the individual(s) taken to the health center immediately (if possible). If a camper is incapacitated or unconscious, instruct someone to get additional help and follow CPR/FA training guidelines.
- Instruct someone to call 911 and note the time.
- Ensure responses to emergency personnel are facts only. Answer only what you are asked.
- Keep the area clear.
- DO NOT make any statements of fault.
- DO NOT make statements of diagnosis or opinion.

## **SICK CALL**

- Sick call takes place after breakfast and before dinner. Please see a nurse to schedule treatment.

# CAMP PLACES & FUNCTIONS: HIGHER GROUND

## HIGHER GROUND CAMP

- Higher Ground (HG) is a 2-year Christian Leadership Camp for high school students ages 14-18, with a primary focus on disciple-making and servant-leadership development.
  - Taught in a fun atmosphere with Biblically-impacting lessons, hands-on training, special outings, and volunteer service projects.
  - HG campers spend time at the HG Camp (located between KAA 1 & 2), with staff and campers at KAA 1 & 3, and other camp programs.
  - Second year Campers work half of the day as Leadership in Training (LIT) at the various camps. HG 1 is offered Weeks 1, 3, 5, 7 & 8. Campers can attend both KAA and HG Camps in a year.

## CHAMPIONS (LAUNCHING 2028)

- CWOD is a 2-year Leadership Development program for high school campers interested in a deeper biblical understanding and have leadership potential and growth as a follower of Christ, that is led by an adult mentor throughout the school year. The students who complete the program are awarded a completion t-shirt, certificate, and are recognized at their camp during Say So or Vespers.

If you know of a camper that meets the criteria for any of these Programs (HG & CWOD, 2028) and may be interested in participating, please encourage them to talk to their Kaleo or a Higher Ground Director about signing up for more information.

# CAMP PLACES & FUNCTIONS: BBO

## BASEBALL OFFICE

- Campers are sponsored by donors from across the country. Over 90% of KAA funding comes from our donors. Because of this, KAA has set up the Baseball Office (BBO) to thank our donors for their support through baseball trophies and cabin testimony mats. KAA hires summer staff to help with this process.
- Each week of camp we set aside time for campers to create personalized gifts to send to the donors.
- You will receive a sack with a packet for each camper that includes: a blank baseball, thank-you card, and a pen.
- Your cabin writes a short paragraph, signs a picture mat thanking the donors for their support.

Note: Campers often have different reading/writing levels. Be sure to encourage and assist them. Your attitude sets the tone and can determine the team's success. Treat the BBO team members as an important part of the Body of Christ.

# KIDS ACROSS AMERICA DAILY SCHEDULE | THE DEUCE 2025

## Sunday (Opening Day)

### All Camp

- 8:30 Breakfast (Optional)
- 9:45 Staff Church @ KAA2
- 11:00 CO Time
- 11:30 Lunch
- 12:00 \*Luggage Team to Hill Top
- 12:15 Get Dressed/Opening Day Bins/
- 12:50 Cabin prep
- 1:00 Staff Prayer Huddle
- 1:00 **Kids Be Coming!!!**
- 3:00 Pool & K-Dome Open
- 4:30 Cabin Round-Up/Showers
- 6:00 \*\*Kaleo Dinner in DH
- 6:45 Head to Lakefront
- 7:00 Dinner @ Lakefront
- 8:30 Evening Program @ Gym
- TBA Cabin Devos
- TBA Lights Out
- TBA T.A.P.S.

## Monday (Pool Party)

### LADIES

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker (Cabin Photos)
- 9:45AM KrunK Kastle
- 10:15 COMPETITION
- 10:45 1st Period/Specialties
- 11:45 Harambee
- 12:30 Battle Grounds
- 12:30 Quiet Porch
- 12:40 Lunch
- 1:30 F.O.B.
- 2:30 2nd Period
- 3:30 3rd Period
- 4:30 4th Period
- 5:30 FREETIME!!!
- 6:50 Quiet Porch
- 7:00 MEGA DINNER
- 7:45 Cabin Devos
- 8:20 Evening Flag
- 8:30 POOL PARTY!!!
- TBA Showers
- TBA Night Meds/Lights Out/TAPS

### FELLAS

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker
- 9:45 1st Period/Specialties
- 10:45 2nd/Specialties
- 11:45 Harambee
- 12:30 Battle Grounds
- 1:00 COMPETITION
- 1:30 Quiet Porch
- 1:40 Lunch
- 2:30 F.O.B.
- 3:30 3rd Period
- 4:30 4th Period
- 5:30 FREETIME!!!
- 6:50 Quiet Porch
- 7:00 MEGA DINNER
- 7:45 Cabin Devos
- 8:20 Evening Flag
- 8:30 POOL PARTY!!!
- TBA Showers
- TBA Night Meds/Lights Out/TAPS

## Tuesday (Theme Party)

### LADIES

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker
- 9:45AM KrunK Kastle
- 10:15 COMPETITION
- 10:45 1st Period/Specialties
- 11:45 Kaleo Social
- 12:30 Battle Grounds
- 12:30 Quiet Porch
- 12:40 Lunch
- 1:30 F.O.B.
- 2:30 2nd/Specialties
- 3:30 Imprint
- 4:15 COLOR WARS
- 5:30 FREETIME!!!
- 6:50 Quiet Porch
- 7:00 MEGA DINNER
- 7:45 Cabin Devos
- 8:20 Evening Flag
- 8:30 TIME TO PARTY!!!
- TBA Showers
- TBA Night Meds/Lights Out/TAPS

### FELLAS

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker
- 9:45 1st Period/Specialties
- 10:45 2nd/Specialties
- 11:45 Kaleo Social
- 12:30 Battle Grounds
- 1:00 COMPETITION
- 1:30 Quiet Porch
- 1:40 Lunch
- 2:30 F.O.B.
- 3:30 Imprint
- 4:15 COLOR WARS
- 5:30 FREETIME!!!
- 6:50 Quiet Porch
- 7:00 MEGA DINNER
- 7:45 Cabin Devos
- 8:20 Evening Flag
- 8:30 TIME TO PARTY!!!
- TBA Showers
- TBA Night Meds/Lights Out/TAPS

## Wednesday (Crosstalk)

### LADIES

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker
- 9:45AM KrunK Kastle
- 10:15 COMPETITION
- 10:45 1st Period/Specialties
- 11:45 Harambee
- 12:30 Battle Grounds
- 12:30 Quiet Porch
- 12:40 Lunch
- 1:30 F.O.B.
- 2:30 2nd Period
- 3:30 3rd Period
- 4:30 4th Period
- 5:30 FREETIME!!!
- 6:20 Showers
- 7:00 Crosstalk Dinner
- 7:45 Crosstalk Devos
- 8:15 Line Up for Crosstalk/Evening Flag
- 8:30 CROSSTALK
- TBA Night Meds/Lights Out/TAPS
- TBA Night Meds/Lights Out/TAPS

### FELLAS

- 7:15 Wake-Up
- 8:00 MEGA BREAKFAST
- 8:40 Morning Flag
- 9:00 Championship Locker
- 9:45 1st Period/Specialties
- 10:45 2nd/Specialties
- 11:45 Harambee
- 12:30 Battle Grounds
- 1:00 COMPETITION
- 1:30 Quiet Porch
- 1:40 Lunch
- 2:30 F.O.B.
- 3:30 3rd Period
- 4:30 4th Period
- 5:30 FREETIME!!!
- 6:20 Showers
- 7:00 Crosstalk Dinner
- 7:45 Crosstalk Devos
- 8:15 Line Up for Crosstalk/Evening Flag
- 8:30 CROSSTALK
- TBA Night Meds/Lights Out/TAPS
- TBA Night Meds/Lights Out/TAPS

## Thursday (W.H.O.A Day)

### All Camp

- 8:15 Picnic Breakfast @ Flag
- 9:00 Bell Ringing Ceremony
- 9:15 Church
- 10:00 KUK Games
- 11:45 Harambee
- 12:30 COLOR WARS
- 1:30 Quiet Porch
- 1:40 MEGA LUNCH
- 2:30 Baseballs
- 3:30 FREETIME!
- 5:00 Showers/Pack up
- 6:00 Picnic Dinner
- \*\*Bring luggage to flag
- 6:45 Cabin Awards
- 7:15 Line Up for VESPERS
- 7:30 GET HYPE FOR VESPERS!
- 9:00 Bus Dismissal
- TBA Night Meds/Lights Out/TAPS

## Friday (Closing Day)

### All Camp

- 7:15 Rise & Shine
- 8:00 Picnic Breakfast @ Flag
- 9:00 Campers Released to Kaleos/Busses
- 10:00 Counselors Released
- 11:00 Counselors 2-6 Begins

### All Camp

- 7:15 Rise & Shine
- 8:00 Picnic Breakfast @ Flag
- 9:00 Campers Released to Kaleos/Busses
- 10:00 Counselors Released
- 11:00 Counselors 2-6 Begins

## Saturday (Staff Day)

### All Camp

- 12:00 Lunch
- 1:00 All Staff Returns
- 1:30 Pros & Grows
- 2:30 Guy/Girl Split Time
- 3:15 FOB / Cabin Changeover
- 4:00 Work Session/FreeTime
- 6:30 Dinner
- 7:00 KAA2 Camp Time
- 8:30 Social Hour
- 10:00 TAPS

### All Camp

- 12:00 Lunch
- 1:00 All Staff Returns
- 1:30 Pros & Grows
- 2:30 Guy/Girl Split Time
- 3:15 FOB / Cabin Changeover
- 4:00 Work Session/FreeTime
- 6:30 Dinner
- 7:00 KAA2 Camp Time
- 8:30 Social Hour
- 10:00 TAPS



# ACTIVITIES EXPLAINED

<b>Bible Study</b>	Counselors meet during harambee time on Monday - Thursday to study God's word and enjoy fellowship and growth.
<b>Bumblebee</b>	An award that staff give to any camper to acknowledge their positive attributes and/or actions throughout the week. Campers receive a button with a bumblebee on it they can wear throughout the week. There are no limits on the number of these you can give out.
<b>Challenge Course</b>	Selected cabins will go to the challenge course, with one leadership team member and compete in a series of team building challenges to receive points.
<b>Championship Locker</b>	The first 30 minutes after campers wake up is spent cleaning their cabins and prepare for the day. After breakfast a judge grades each cabin on cleanliness, organization, and creativity for competition points. The cabin with the most points at the end of the week receives a prize.
<b>Class Period</b>	Each Day, campers participate in activities and class periods. Class periods are a combination of specialities, elective, and free time activities. Classes are led by certified and trained counselors. Before each class begins the coach must take attendance and pray. Be sure to share teachable moments and follow the curriculum.
<b>Competition</b>	Every week cabins compete against one another in order to earn points towards winning that week's championship.
<b>Counselor Meeting</b>	While campers are in their morning devos, counselors meet to review the activities of the previous night and discuss the day ahead.

<b>Church</b>	Church takes place on Thursday mornings. Following the outdoor breakfast, campers gather for church service conducted by the leadership team.
<b>Crosstalk</b>	Crosstalk is on Wednesday nights where the Gospel is presented through a drama presentation.
<b>Electives</b>	Campers select two classes a day as an elective at KAA 2 & 3 (something they may not have done before).
<b>Evening Activities</b>	Each night a different activity is conducted. Parties, IMPRINT, Crosstalk and Vespers are conducted by the leadership team. Immediately after, campers report to their cabins for evening devos.
<b>Evening Devos</b>	After evening program campers go to their cabins, get ready for bed, and circle up to discuss questions given to them throughout the day to strengthen their relationship with God. This is a counselor facilitated conversation. Campers go to bed following devos.
<b>Flag</b>	After Dinner and before the evening program, campers gather at the flag. Staff do skits, tell stories, go through memory verses, and lower the United States Flag.
<b>Flat on Back (FOB)</b>	A rest time, at the cabin, for campers and counselors following lunch. Encourage the kids to nap, read, do one on ones, etc. Ideas for FOB are located toward the end of this Playbook.
<b>Freetime</b>	A time each day where campers have the chance to roam designated areas of camp and do whatever activity they wish, including go to the office and receive Gatorades purchased by their Kaleo.

<b>Gathering Time</b>	After FOB, campers gather for cheers, skits, and pump up before competition and afternoon classes. Also known as Krunk Kastle, Frontline, Battlegrounds, and/or FUAGNEM.
<b>Harambee</b>	A time for campers to meet with their Kaleo every Monday - Thursday while their counselor is at Bible Study.
<b>IMPRINT</b>	This night is set aside for speakers and activities that leave spiritual <i>imprints</i> on the hearts and minds of all who attend. (Hebrews 10:16) Monday (KAA1), Tuesday (KAA2) and Friday (KAA3) nights.
<b>Parties</b>	These parties are themed. Counselors and campers have the opportunity to dress up according to the theme. Parties include fun activities, games, dancing, prizes, etc.
<b>Ropes</b>	The Ropes Team takes selected cabins to the Treetops to perform faith and trust activities daily.
<b>Say So</b>	Campers gather and have an opportunity to publicly proclaim what the Lord has taught them during the week on the last day of camp.
<b>Sport Specialty</b>	Campers choose a specialty sport for the week that they will participate in daily. Some specialties are 2-3 class periods.
<b>Tube - Boat Camp</b>	Campers have a special meal, lakefront, with the dock team with extra time on the boats and water activities. Each cabin gets at least one chance to have ski camp throughout the week.
<b>Vespers</b>	Vespers is a HIGH energy awards ceremony held on the last night of camp. Campers are given awards (Specialty, Competition, Character, and I'm Third) by staff.

# SCRIPTURAL GUIDE TO POSSIBLE SITUATIONS

Here are some places you can go if a camper or staff member is struggling with the following:

- Alcohol, drugs, tobacco (possession/using) – **1 Corinthians 6:12-13**
- Disrespect of authority by skipping class, out of cabin meeting opposite sex – **Hebrews 13:17**
- Unauthorized physical contact with opposite sex – **1 Corinthians 6:19-20**
- Bad language/inappropriate topic of conversation - **Ephesians 4:29**
- Negative Attitude, Disrespect, Late - **Philippians 4:8**
- Questionable Clothing - **Romans 12: 1-3**
- Lying – **Leviticus 19:11, Proverbs 14:5**
- Stealing – **Exodus 20:15, Leviticus 19:11**
- Obedience - **Romans 13:1-5**
- Gossip - **James 4:11**

## KEYS TO EFFECTIVE TEACHING

Helpful tips and tricks for clear communication:

- Arrive early to set up for class
- Have a positive attitude.
- Be clear and organized.
- Maintain expectations.
- Be consistent and fair.
- Engage participants.
- Be flexible yet responsive.
- Know participant's name.
- Patience.

## SAFETY & RISK MANAGEMENT

### SAFETY FIRST

- Staff member should be dedicated to promoting and protecting the physical and emotional wellbeing of the campers and staff, conscious and aware of potentially dangerous situations.
- Each activity at camp is designed in a specific manner. It is imperative that you provide instruction and conduct each activity as designed to reduce injury or harm to a camper.

### COUNSELOR SAFETY

- Certified Operator: A high risk activity shall not be operated without a trained Certified Operator on duty.
- Knowledge: It is the responsibility of each staff member to be well informed of the guidelines and regulations that govern each activity.
- Awareness: Do not operate or allow to be operated piece of equipment that you know or perceive to be unsafe.
- Communicate: Notify your director or Safety Officer of any potential safety concerns.

# SAFETY & RISK MANAGEMENT

## CERTIFIED OPERATOR (CO)

- It is the responsibility of the Certified Operator (CO) to ensure that participants are safe. The CO has the authority to stop an activity if deemed unsafe. The CO MUST wear the CO visor.
- A CO must be on duty to open a high risk activity.
- To become a CO, the following criteria must be met:
  - Trained and instructed in all aspects of activity.
  - Knows the safety standards as outlined in CO training book for the activity they are responsible for.
  - Take and passed the Safety Standards Test with a score of 100%.
  - Approved by the Safety Officer

## HIGH RISK ACTIVITIES

ARCHERY	DIVING BOARD	ROPES COURSE
BLOB	FISHING	TRAMPOLINE
BOAT DRIVING	MOUNTAIN BIKING	TUBING
CANOE	POOL	WATERFRONT/ DOCKS
CHALLENGE COURSE	POOL RINGS	WATERSLIDE
CLIMBING WALL/ FAITH POLE	POOL TRAPEZE	ZIPLINE

## SAFETY OFFICER (SO)

The following items fall under the SO oversight.

## TICKET SYSTEM

- The Safety Officer or leadership staff may issue a ticket for safety violations.
- Tickets must be signed by the Safety Officer and staff member.
- The staff member must discuss the violation with the issuer within 24 hours of receiving the ticket.
- The second violation requires a meeting with your director within 24 hours of violation.
- The third ticket may be grounds for dismissal from activity and/or employment. 27

# SAFETY & RISK MANAGEMENT

## LIFEGUARD

- Lifeguards must be certified, including CPR/FA.
- A lifeguard must be on duty when campers/staff are using the swimming pool(s).
- Lifeguards are present at lake, river, or other water activities.

## HIGH ELEMENTS (Climbing Wall, Slides, High Dive, Trapezes, Faith Poles, Zipline)

- All high elements operators must be KAA certified before operating high elements equipment.
- A CO must be present and participating when operating a high element.
- All high elements are optional. Concerning Tree Tops - once an individual starts, they must finish.
- CO in charge shall:
  - Explain the event carefully.
  - Provide camper a brief time to decide if they want to participate.
  - Address bullying or ridicule professionally and immediately.

## BOAT DRIVERS

- All camp boat drivers must be trained, tested and certified by their camp's Waterfront Supervisor. All boat drivers born after January 1, 1994, must have a current boat license to drive a boat.

## VEHICLES / DRIVING

- If you are driving a camp vehicle and NOT transporting passengers:
  - You must be at least 18 years old.
  - Have a current driver's license.
  - Have no more than 1 accident and no more than 2 moving violations in the past 3 years .
  - Complete and pass a Driver's Orientation Test.
- If you are driving a camp vehicle and transporting passengers:
  - You must be at least 21 years old.
  - Have a valid Missouri Class E (Chauffeur's License) or equivalent.
  - Have no more than 1 accident and no more than 2 moving violations in the past 3 years.
  - Complete and pass a Driver's Orientation Test and KAA Defensive Driving Certification Test.
  - When backing up, honk the horn 2 times and/ or have a spotter to assist.
- Parking is restricted to designated areas
- Drivers should observe speed limits while driving in camp

## FIRE

- In case of fire, evacuated immediately to the designated safe area.
- Move people to designated meeting area. Take a count of campers and report any missing campers to your director.
- It is the Camp Director's responsibility to make emergency phone calls. 28

# SAFETY & RISK MANAGEMENT

## TORNADO / INCLEMENT WEATHER

- Camp Directors train staff on tornado procedures each summer.
- KAA follows the same guidelines as do local schools.
- Move people up against concrete/stable wall (preferably an interior wall), face wall, kneel, bend head down on legs, put arms up over head/neck with hands/arms as protection.
- If tornado happens while campers are outside, campers should lie flat on the ground in the lowest spot or ditch.
- If tornado warning is activated, the camp Director or Night Watchman monitors weather service bureau announcement.
  - KAAI and II: Campers in cabins go to concrete restrooms. If outside, to lower level of gym.
  - KAAIII: Campers in cabins go to lower-level restrooms. If outside, to lower level of gym or to the big room behind the pool.
  - Higher Ground: Basement of Hodge Building, prayer room, and/or Chapel basement.
  - Kaleos: Lower level of PSM building.

## LIGHTNING

- When lightning conditions exist, move all personnel to suitable cover out of swimming pool(s), water fronts, high elements and/or open fields.

## HYDRATION

- Campers are reminded to drink water throughout the day. KAA does not accept responsibility to ensure campers follow this recommendation.

## POOL GUIDELINES

- No diving except from diving boards.
- Campers must pass a swim test, administered on opening day, to be in the pool without a lifejacket.
- Campers who pass the swim test wear a bracelet when at the pool.

## DROWNING

- Send someone for the doctor and Camp Director.
- Administer CPR/FA.

## EMERGENCY EVENT MANAGEMENT

- Follow CPR/FA guidelines.
- Do not move an injured individual.
- Notify health service personnel and Camp Director.
- To guard against HIPAA disclosures, do not discuss medical information with others.
- Do not make statements on behalf of KAA.

## WHISTLEBLOWER

- KAA utilizes a third-party, anonymous, hotline through Safe Hotline, 1.855.662.7233, ID number 8785813368, to address employee concerns. Employees are also encouraged, without fear of retaliation, to notify their supervisor and/or HR of any concerns.

# STAFF CONDUCT

## PHYSICAL RELATIONSHIPS

- Physical or intimate relationships between staff are not allowed.
- Male/female staff should not be alone together unless married.
- Kissing, frontal hugs, holding hands, back rubs, tickling, etc. is not allowed.
- Sexual touching of any kind is not allowed.
- Sexual jokes or horseplay are not allowed.
- Conversations about sexual experiences are not allowed.

## MUSIC

- All secular music should be submitted to Camp Directors for approval and approved before being played at camp.

## STAFF ACCOUNTABILITY

- Staff must speak to campers and fellow staff with respect and self-control.
- Public criticism, sarcasm, or humiliation as discipline is not allowed.
- Staff should never physically threaten or assault a camper.
- Staff must follow the camp discipline process rather than creating their own consequences.
- Staff should model enthusiasm and participation in camp activities.
- KAA staff agree to immediately report deviations from policy and procedure and/or guidelines, by campers or staff, to their director. Failure to report do so may result in corrective action up to and/or including termination of employment.
- Report to your director any of the following:
  - Food, candy, gum, etc. outside the dining hall.
  - Inappropriate or clothing that violates the dress code.
  - Use of profanity.
  - Any tobacco, alcohol, or drug use.
  - Arriving late from a 2-4.
  - Inappropriate interactions with a camper by staff.
  - Inappropriate action with other staff
  - Leaving cabin after TAPS to meet a camper or staff of the opposite sex.
  - Any homosexual behavior.
  - Skipping or late to class.
  - Campers of opposite sex meeting unsupervised.
  - Unsafe or negligent behavior by staff in a high-risk area.
  - Leaving cabin unattended or sending campers to any camp activity unsupervised.
  - Counselor disciplining a camper outside camp guidelines.
  - Any cell phone usage. Hiding any phone/electronic or using any phone/electronic without authorization can result in immediate termination.
  - Sitting during class.
  - Physical aggression toward anyone.
  - Speaking/joking harshly or angry outbursts
- No use of electronics: phones, tablets, etc. while camp is in session without permission from Directors of Senior Leadership.

***These violations are not all encompassing. Disciplinary actions are at the sole discretion of the Director and/or Senior Leadership.***

### **Disciplinary actions/Safety Ticket issued according to the following:**

- **1st Occurrence:** Staff meet with director. Written action placed in employment file.
- **2nd Occurrence:** Staff meet with director and COO. Written action placed in employment file.
- **3rd Occurrence:** Staff meet with director and COO. Written action placed in employment file.

# STAFF CONDUCT

## STAFF ACCOUNTABILITY CONTINUED

### Disciplinary Actions in Regards to Time off

- Contact your Director as soon as you realize you will be late. Leave a detailed message with name, time, who is in the group, estimated time of arrival , and reason for being late.
- Sign in at your camp's office upon return.
- It is your responsibility to meet/speak with your director, no later than end of breakfast, the next day.
- You may request a meeting with the director to discuss the actions taken. However, public displeasure of consequences is not tolerated. Remember: At KAA, we work and serve together and are instructed to “pursue and promote” peace among our brothers and sisters.

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Disciplinary action will be left to the Director discretion.

### DENOMINATIONAL DOGMA

- Do not refer to other religious faiths or denominations in a negative way.
- Do not use fear tactics (“end of the world”/HELL/etc.) to pressure campers.
- We will not get into the differences in denominations (i.e. Communion, Catholic Mass, speaking in tongues, etc.). We will focus on what unifies us, lifting up the person and work of Jesus Christ!

## ABSOLUTE DO'S

- Staff should teach core, historic Christian doctrine in alignment with KAA's statement of faith (or the apostles creed) . Avoid promoting personal theological agendas or controversial secondary issues (end times timelines, spiritual gifts debates, predestination arguments, etc.).
- If a camper asks a difficult theological question, staff should answer simply and may refer the camper to a director or chaplain for deeper discussion.
- Do not present personal opinions as “the only biblical view.”
- These are suggestions that can be simplified however and serve the same purpose.

# ABSOLUTE NO'S

**\*\*Violation of any of the following may result in disciplinary action up to and/or including termination of employment.**

- Sexual exposure (showing, touching)
- Abuse of any kind (verbal, emotional, physical, sexual)
- Discipline outside of the *Getting the Job Done* sheet
- Physical contact with a camper in anger
- Public nudity
- Swearing/slang (butt, shut up, stupid, crap, jerk, suck, screwed, freaking, hella, ghetto, etc.)
- Pulling down shorts/pants
- Wedgies
- Frogging/punching
- Thumping heads
- Food fights
- Telling ghost stories
- Testimonies of pre-Christian days (illegal drugs, premarital sex, gangs, etc.)
- Sleeping with a camper
- Restroom humor (chants, noises, etc.)
- Comparing one camper to another
- Bullying (campers or staff)
- Swirlies
- LGBTQ innuendos, jokes, slurs, etc.
- Racial slurs or jokes
- Body piercings (girls may wear no more than two stud earrings)
  - Plugs are encouraged for piercings elsewhere if necessary
- Males painting their toenails or fingernails
- Cutting hair
- Hazing

# DRESS CODE

CSI - KAA's Dress Code promotes Community, Safety, Integrity

## FELLAS

- Speedo swimsuits are not allowed.
- Must wear shirt unless at a water activity.
- No underwear showing or sagging pants.
- Wave caps/do-rags or Bonnets are not allowed outside of cabins.

## LADIES

- Only modest (no high thigh, cut outs, mesh or French Cut) one piece swimsuits allowed.
- Must wear shorts and shirts over swimsuits when not at a water activity.
- No short shorts (min. 5" in seam).
- No spaghetti strap tops, no midriffs showing (even when arms are raised).
- Leggings, biker shorts, and compression shorts can only be worn with appropriate length shorts over them.
- Full undergarments must be worn outside the cabin
- Undergarments must not show.

## SHOES

- Athletic shoes/socks must be worn during the day. Texas/Chacos/waders may be worn during (not to) water activities.
- Sandals and Crocs in sports mode may be worn to dinner and must have a strap around the heel.

## SHIRTS

- Inappropriate slogans, designs or logos (beer slogans, sexual innuendos, marijuana, etc.) are not allowed.

## MAKE-UP

- Permitted on occasions.

## JEWELRY

- Staff may wear two stud earrings. Earrings must be studded or small hoops touching lobe with no space.
- All other piercings must be plugged.
- Only 1 small nose piercing or 1 small nose hoop is allowed.
- Ear and Nose piercing are the only piercings that should be exposed.

# FLAT ON BACK (FOB) HELPFUL TIPS

Scrapbooks  
Pray for someone  
Cards  
T-shirt swap  
Coloring  
Questions book  
Memorize scripture

"Fill your bucket" encouragement  
Make a bucket list  
Mafia/Silent F-ball  
Snap Cup time  
Hair braiding  
Write letters  
Board games

Write note to someone  
Finish Devo/QT  
Cabin song/cheer  
Would you rather game  
Bananagrams  
Pictionary  
Charades

# INTENTIONAL CONVERSATIONS

- Intentional conversations are one of the most important things you can do as a counselor.
- Pray the Lord will guide your conversation and don't be afraid to ask hard questions.
- Everyone is different. Some campers will open up in your first intentional conversation, others may need more time.
- Develop a relationship.
- Some campers want to have intentional conversations with you so don't be afraid to ask them.

## AFTER IMPRINT TALK

- Start by asking what they thought of the talk?
- What did they learn?
- Tell me about your family? What's a funny family memory? What do you love about your family?
- What's the hardest thing you have ever experienced with your family?
- What's your favorite thing about high school? What's the hardest part of high school for you?
- Tell me about your best friend.
- What are your dreams for your life? What do you want to be? What do you want to do?
- If you had 1 million dollars and you had to give it away, what kind of ministry would you give it too/why?
- How do you want to grow while you're here at camp?
- Who is the most influential person your life? Why?
- What's one thing you wish people knew about you that they don't?
- What are your gifts and passions? How do you use them at your school? With your friends?
- What are three words that describe your past year? Why?

## GOING DEEPER

- Who is Jesus to you?
- How has your relationship with Jesus changed your life?
- How have you grown in your relationship with Him this past year?
- What are you doing to grow?
- What has God been teaching you?
- What is the hardest part about following Christ?
- What do you want others to see about your relationship with Christ?

## IF THEY DO NOT KNOW JESUS AS THEIR PERSONAL SAVIOR

- Ask them if you can share the gospel with them.
- Walk them through Romans 3.
- Share what Jesus means to you and how He has transformed your life.
- Ask them if they have any questions about who Jesus is, what He did.

# INTENTIONAL CONVERSATIONS

## **DIVORCE**

- What does your relationship with your mom look like?
- What does your relationship with your dad look like?
- How can you love your mom well?
- How can you love your dad well?
- Do you need to have a conversation with one or both of your parents that you have been putting off?

## **IMPURITY**

- Have you identified what triggers your temptations?
- Do you desire to change your behavior?
- Do you have boundaries in place? What kind of boundaries do you need to put in place?
- How can you be held accountable?

## **PARTYING**

- Do you feel fulfillment after a night of partying?
- What is attractive to you about the party scene?
- What could you do instead of partying?
- How can you be held accountable?

## **LOSS OF SOMEONE SPECIAL**

- What did you love about the person?
- During this time of loss, did you feel like God was far away or near? Why?
- Do you feel like you have been able to heal from this loss or are you still in the mending process?
- During loss, where can one find hope?

## **ISSUES WITH FRIENDS – DEALING WITH DRAMA**

- Do you find yourself adding to drama or trying to remove yourself from it? Why?
- Drama usually involves conflict of some sort. Have you tried to resolve the conflict by going to person who it involves? Walk them through biblical reconciliation in Matthew 18:15.
- Do you need to forgive someone or ask someone for forgiveness for something that has been done or said within the drama?
- How can you help stop drama amongst your friends? How can you guard against gossip?

## **FEELING LONELY OR INSECURE**

- When do you feel lonely or insecure?
- What situations spark those feelings?
- What truth can you dwell on to battle those feelings? Psalm 139.

# INTENTIONAL CONVERSATIONS

## HOW TO END

- Encourage them in their walk with the Lord and thank them for being open with you.
- When appropriate, challenge them to memorize scripture.

Pray We love you and pray for you and your campers. Thank you for taking time to make this experience a great one!

## THE GOSPEL

- For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes, to the Jew first and also to the Greek. For in it the righteousness of God is revealed from faith to faith; as it is written, “but the righteous man shall live by faith.”- **Romans 1:16**
- Salvation by grace, a free gift from God apart from works. - **Ephesians 2:8-9**
- Salvation comes through repentance, a turning from one’s own way to God’s way, and accepting Jesus Christ in personal faith. - **Romans 10**

### HOW TO SHARE THE GOSPEL


**GOLD Represents God**  
 Heaven is God’s home, the streets will be made of gold.  
 What do you know about God?  
**CREATOR** (Genesis 1:1), **LOVE** (1 John 4:10),  
**HOLY** (Isaiah 5:16), **JUST** (A good judge. Revelation 16:7)  
**Ask:** If you were to die today, how sure are you on a scale from 1 to 100 that you would go to Heaven? Why?

**DARK Represents Sin**  
**What is sin?** Anything we think, say, or do that breaks God’s law.  
 All have sinned. (Romans 3:23)  
 The wages (payment) of sin is death. (Romans 6:23)  
**Ask:** When you stand before God, will you be innocent or guilty?  
 What will pay for your sin?


**RED Represents Jesus’ Blood**  
 Jesus’ Blood Pays for Our Sins  
 Jesus is God and God’s Son. (John 1:1) He became a man and died. (1 Cor. 15:3-4)  
 Why did Jesus have to die?  
 He was the only one who was perfect and didn’t have His own sin to pay for.  
**Ask:** What are you trusting in to pay for your sins?  
 What should you be trusting in? (Jesus’ death)

**CLEAN Represents the Resurrection Receipt**  
**PAID IN FULL**  
 We are saved (washed clean) when we put our trust in Jesus. (Romans 10:9-10)  
 The Resurrection is proof that Christ’s death was enough. (1 Corinthians 15:12-22)  
 God accepted the payment and so can you!  
**Ask:** Is anything stopping you from putting your trust in Christ?

**GREEN Represents Growth**  
**WAYS TO GROW:**  
 Go to Church, Pray,  
 Read your Bible,  
 Love Others, Tell Others

**More Resources:**  


**Ask:** Does \_\_\_\_\_ pay for your sins? (Answer: No)  
 Does it help you grow? (Answer: Yes) (John 15:5)



### GOSPEL-SHARING HELPS

GETTING STARTED: 1) BREAK THE ICE 2) ASK PERMISSION

**If they don’t believe in Heaven/Bible:**  
**HOW DO WE KNOW THE BIBLE IS TRUE?**  
 (Archeology, History, Prophecy, Science, Changed Lives)

**If they don’t think they are guilty:**  
**USE THE LAW**  
 “Do you know one of the 10 Commandments?”

**If they think God can overlook sin:**  
**COURTROOM**  
 “Can a just judge let you go? What if it’s your mom?”

**If they think they have to add to Jesus’ payment:**  
**Ask: “HOW SATISFIED WAS GOD?”**  
**“HOW SATISFIED ARE YOU?”**

**If they are also trying to pay:**  
**DESSERT ILLUSTRATION**  
**Ask:** “If I paid for your favorite dessert and got a receipt and gave it to you, would you pay for it again? Why not?”

**OFFER AN INVITATION/A WAY OUT**  
 “Is there anything stopping you from transferring your trust from yourself to God?”

**If they prayed with you:**  
 “What just happened? How do you feel? How sure are you if you died that you’d go to Heaven? Why?”  
 Have them tell someone!  
 It’s okay to let them walk away: “When you decide to put your faith in Jesus’ payment, your sins will be forgiven!”



# THE GOSPEL

For I am not ashamed of the gospel, for it is the power of God for salvation to everyone who believes, to the Jew first and also to the Greek. For in it the righteousness of God is revealed from faith to faith; as it is written, "BUT THE RIGHTEOUS man SHALL LIVE BY FAITH."

As you read through the standards section you will notice that the policies we have in place are not suggestions. No staff member is ever expected to divert from the Standards in order to follow a feeling. We feel even stronger about the Gospel.

Our standards of appearance are for organization continuity and in other cases, modesty. Our safety standards are to ensure the health and well-being of everyone at camp. Our standard for the Gospel helps ensure biblical accuracy.

**We believe in salvation by grace, a free gift from God apart from works. Salvation comes through re-pentance, a turning from one's own way to God's way, and accepting Jesus Christ in personal faith.**

We will NOT teach

- A works based faith. i.e, you are saved only by what you do.
- Love wins. i.e, everyone is saved regardless of faith or the life they live.
- The practice of repeated salvation or rededication. i.e, Your camper may say, "Oh yeah, I got saved last year. I want to do it again this year.
- The observance of the saints. St. Peter, Paul, etc.
- The observance of Mother Mary
- Prosperity Gospel. i.e, God owes us financial wealth in this life. Physical riches are directly related to spiritual maturity.
- Salvation through genealogy
- Name it and claim it
- Talking to spirits. i.e, telling the Devil what he can and can't do. (read Jude)

**Adherence to these standards are not optional. If these standards are in conflict with your personal convictions please set up a time to talk with your director immediately.**

# KAA MAP



Building Number	Building Location/Name	Building Number	Building Location/Name	Building Number	Building Location/Name	Building Number	Building Location/Name	Building Number	Building Location/Name
1-100	KAA1 Dining Hall	2-200	KAA 2 Dining Hall	3-300	KAA 3 Dining Hall	4-400	Hodge Training Ctr/Office	5-500	Registration
1-101	KAA1 Office	2-201	KAA2 Office	3-301	KAA3 Office	4-401	The Spot/Housing	5-501	Construction Office
1-102	KAA1 Health Center	2-202	KAA1 Health Center	2-302	KAA3 Health Center	4-402	HG Boys Cabins	5-502	Pool House Bathrooms
1-103	KAA1 Gym	2-203	KAA2 Gym	3-303	KAA3 Gym	4-403	HG Girls Cabins	5-503	PSM Payne Stewart Bldg
1-104	KAA1 K-Dome	2-204	KAA2 K-Dome	3-304	KAA3 K-Dome	4-404	Triplex Housing	5-504	Kaleo Oasis
1-105	KAA1 T-Dome	2-205	KAA2 T-Dome	3-305	KAA3 T-Dome	4-405 – 4-406	HG Director's Cabins	5-505	Kaleo Oasis
1-106 – 1-113	KAA1 Girls Cabins	2-206 – 2-213	KAA2 Girls Cabins	3-306 – 3-310	KAA3 Girls Cabins			5-506	Kaleo Oasis
1-114	KAA1 Kaleo Girls Cabin	2-214	KAA2 Kaleo Girls Cabin	3-311	KAA3 Director's Cabin			5-507	Warehouse
1-115 – 1-122	KAA1 Boys Cabins	2-215 – 2-222	KAA2 Boys Cabins	3-312 – 3-316	KAA3 Boys Cabins			5-508	Storage by KAA1 Ball fields
1-123	KAA1 Kaleo Boys Cabin	2-223	KAA2 Kaleo Boys Cabin	317	KAA3 Leadership Cabin				
1-124	KAA1 Director's Cabin	2-224	KAA2 Overflow Cabin	318	KAA3 Kaleo Boys Cabin				
1-125 – 1-126	KAA1 Overflow Cabins	2-225	KAA2 Director's Cabin	3-319	KAA3 Overflow Housing				
1-127	KAA1 Maintenance	2-226	KAA2 BBO -Baseball Office	3-320	KAA3 Matney Cabin				
1-150	KAA1 Dock	2-227 – 2-228	KAA2 Overflow Cabins	3-321	KAA3 Covenant Family Cabin				
		2-229	KAA2 Uncle Deek's Lodge	3-322	KAA3 Old Cabin in the woods				
		2-230	KAA2 BunkHouse	3-323	KAA3 Restrooms				
		2-231	KAA2 K-Hall	3-324 – 3-325	KAA3 Storage				
		2-232	KAA2 Leadership Overflow Cabin	3-326	KAA3 Maintenance				
		2-233	KAA2 GHOP	3-350	KAA3 Dock				
		2-234 – 2-235	KAA2 Storage						
		2-236	KAA2 Maintenance						
		2-237	KAA2 Well/Pump House						
		2-250	KAA2 Dock						