



September 1, 2023

Dear Potential Camp Counselor:

Hello! I realize that it is only September but planning for the 2024 4-H Camp season is already underway. You are invited to join this select group of young people through the 4-H Camp Counselor selection process. Please read through this packet so that you have the best chance to become a Warren County 4-H Camp counselor.

Being a camp counselor is one of the most valuable experiences available in the 4-H Program. Where else can you gain valuable life skills, meet new friends, be a leader and role model for younger campers, and gain valuable skills for your future? Many counselor alumni have reported that their experience at camp was one of the most, if not the most, rewarding of their teenage years.

Enclosed in this packet you will find:

- * Warren County Camp Counselor Position Description
- * Camp Counselor Application
- * 4-H Camp Counselor Code of Conduct -- (*needs signature*)
- * Estimated Expenses for 4-H Counselors
- * Reference forms (*2 required*)

Being a 4-H Camp Counselor takes a lot of time, commitment, and responsibility. All first year counselors are selected based on their completion of the selection process, their performance at the assessment station training, adult recommendations, a personal interview, and the needs of the camp.

Important Dates / Checklist for New Applicants:

1. **4-H Camp Counselor Application** --- Due by **Tuesday, October 31st at 11:59pm**
2. **Orientation/Assessment Stations** --- **November 16th, 6:00 - 9pm** --- [Attendance required]
4. **Reference Forms** --- Send directly (brady.111@osu.edu) by Nov. 10th
5. **4-H Code of Conduct** --- Read through and sign
6. **15-minute Interview w/ Steve** --- -Schedule Appt. at Orientation
7. **Final Results posted December 15**--- On-line @ warren.osu.edu **or** call the office

I wish you the best in your efforts to be selected as a 2024 camp counselor. If you have any questions about the selection process, counselor meetings, or any other concern, give me a call or send me an email (Brady.111@osu.edu).

Sincerely,

Steve Brady
Extension Educator, 4-H Youth Development
Ohio State University Extension

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor

DATE / DEADLINE: All Application materials are due no later than **Tuesday, October 31, 2023** by 11:59pm.

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes, and aspirations needed for adult success, and the Warren County 4-H program will be strengthened and expanded. Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills

REQUIREMENTS:

- Must be at least 14 years old **and** have started the 9th grade in Fall 2023.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 12 hours of training. (2 of these hours must be on-site for first time counselors).
- Must complete Child Abuse Awareness training.
- Must sign Standards of Behaviors, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- First time applicants must provide two references.
- If the individual is 18+ year old at least two months prior to camp, the individual must have a background check conducted.

SELECTION PROCESS:

- 1) Complete the application and submit by **October 31st**.
- 2) Camp Counselor Orientation and selection training on **November 16**
- 3) Personal interview with Steve **before Dec. 15th** (appointment dates/times are set at Nov. 16th event)

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors will meet the camp training/planning date requirements issued at the beginning of the season. Counselors are expected to personally notify Steve Brady at the Extension Office if an absence is unavoidable.

TO APPLY:

- ☐ Complete the application in its entirety.
- ☐ Turn in reference forms from two non-family members (*Due Nov. 5*). Read and sign the Camp Counselor Code of Conduct.
- ☐ Online application due **by October 31, 2023 AND attend November 16th Orientation/Training**



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.
Last Updated by H.K. Epley, 12/2015

4-H CAMP COUNSELOR APPLICATION – WARREN COUNTY

Name _____

Age (as June 1, 2024) _____ Date of Birth _____ (Month/Day/Year) Gender: _____

Home Address _____
(Street) (City) (State) (Zip)

Email _____ Home Phone _____

Cell Phone _____ Parents Cell Phone _____

School Attending _____ Current Grade in School _____

In case of injury or accident, notify:

Name _____ Relationship _____ Phone _____

Number of years as a camper (at any camp): _____ T-Shirt Size: _____

2024 4-H CAMP OPTIONS: (Please mark your preference by 1st, 2nd, and 3rd choice)

_____	Horse Camp	June 2 nd – 5 th , 2024	Warren County Fairgrounds
_____	4-H Day Camp	June 17 th – 21 st , 2024	Lebanon Presbyterian Church
_____	4-H County Camp	July 28 th – August 1 st	4-H Camp Graham

What is your main motivation for applying to be a camp counselor? _____

List 2 personal goals and how you would imagine achieving them as a counselor (be specific)

(Ex. I want to improve my leadership skills by getting up in front of campers and giving instructions for an activity.)

1. _____

2. _____

What skills or contributions will you add to the counselor team in making sure camp is successful? _____

In 2-3 sentences, describe the main responsibilities of a camp counselor as you see them now?

Complete **at least two** of the three areas below with your ideas for interesting and exciting camp programs and activities. You may ask your family, 4-H club members, do a web search and/or ask advisors to help generate ideas.

- New Games for Campers:

- Workshop/Clinic Ideas:

- Alternatives/Games to Afternoon or Evening Programs:

ADDITIONAL INFORMATION

If I talked to a good friend of yours, what are three words they would use to describe you?

List any activities / organizations / school functions in which you will participate that may interfere with camp meetings. List all commitments that will require your time during the period before and/or at camp.

Ex. Sports, band, work part-time, church events, etc.

List any hobbies, interests, or special skills you have:

4-H CAMP COUNSELOR CODE OF CONDUCT

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

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

I will be expected to:

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

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

Applicant's Signature _____ Date ____/____/____

Parent/ Guardian Signature _____ Date ____/____/____

***Note:** Please submit in a sealed envelope and send/bring to the Extension office. For questions contact the OSU Extension Office. (513.695.1311)

REFERENCE FORM #1 - 4-H CAMP COUNSELOR POSITION

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

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

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

2. Please write any additional comments here:

Signed: _____ Date: _____

Printed Name: _____

Relationship to Applicant: _____

Email: _____ Phone: _____

Please return via email or post mail no later than November 10, 2023

OSU Extension, Warren County

Address: 320 E. Silver St.

FAX: 513.695.1111

E-mail: Brady.111@osu.edu

***Note:** Please submit in a sealed envelope and send/bring to the Extension office. For questions contact the OSU Extension Office. (513.695.1311)

REFERENCE FORM #2 - 4-H CAMP COUNSELOR POSITION

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

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

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

2. Please write any additional comments here:

Signed: _____ Date: _____

Printed Name: _____

Relationship to Applicant: _____

Email: _____ Phone: _____

Please return via email or post mail no later than November 10, 2023

OSU Extension, Warren County

Address: 320 E. Silver St.

FAX: 513.695.1111

E-mail: Brady.111@osu.edu

Preventing and Reporting Abuse in Programs with Minor Participants Office of Human Resources – Policy 1.50 Standards of Behavior for Minor Participants Overnight Camps

Standards of Behavior for Minor Participants Participating in Overnight Camps sponsored by The Ohio State University

Minors participating in overnight camps sponsored by Ohio State are required to conduct themselves according to the following standards of behavior. These standards operate in conjunction with the guidelines and regulations of the specific camp.

Minor participation expectations:

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

The following behaviors and actions are not permitted at The Ohio state University Extension overnight camps:

- Unsportsmanlike conduct, unethical, immoral conduct
- Improper language, e.g., profanity
- Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
- Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
- Boys in girls rooms/restrooms and vice versa
- Destruction of property
- Violation of established curfew
- Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
- Belittling others/putting others down and being disrespectful of individuals differences
- Aggressive physical behavior, e.g., fighting
- Taking property that belongs to others
- Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State staff

Violations of the standards of behavior will be handled as follows:

1. The adult chaperone for the minor involved in the violation will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor from the event.
3. The minor can/may be barred from participating in future Ohio State Extension overnight camp programs.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, _____ as a participant at 4-H Camp have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my actions if I choose not to follow the standards of behavior.

Minor signature

Date

I, we _____ have read the camp standards of behavior and support my minor's participation in the camp.
(parent/guardian, print)

Parent/guardian signature

Date

Warren County 4-H Camp Counselors Estimated Expenses for 2024

Horse Camp

CIT Fee: \$75

4-H Day Camp

No fees will be assessed to counselors or CIT's.

Counseling staff should provide their own lunches throughout the week.

4-H County Camp

CIT Fee: \$90

Lunch at Camp on-site training (optional): \$5-7

Other Expenses:

There may be a small fee applied to some local training events (i.e. overnight training, lunch at on-site training, out of county training events)

NOTE: *Some out of county trainings are optional and may require an additional cost.*

All counselors at overnight camps should plan to provide decorations for cabins/barn area including, but not limited to, a welcome sign, bunk tags, some snacks for themselves and to share with campers.

NOTE: *Due to University Extension policy, there will be no reimbursements for supplies or any other camp expenses to youth counselors. All purchases must go through the director.*

ATTENTION: All New and Returning 4-H Camp Counselors

Application Deadline: **October 31st**

All Counselor orientation on **Thursday, November 16th – 6:30pm** at the Event Center at the Warren County Fairgrounds (665 N Broadway St, Lebanon)

New 4-H Camp Counselor Applicants:

Application Deadline: **October 31st**

All new counselor applicants will also be required to participate in counselor assessment training which immediately follows the all-counselor orientation. **6:30 – 9:00pm, Thursday, November 9th**. The location is the same - Event Center - Warren County Fairgrounds (665 N Broadway St, Lebanon)