**Expected Conduct**

 While volunteering at the Big Laurel Learning Center you are representing our organization to the local community. The experience our campers and their parents have with you will shape their opinion of Big Laurel. With this in mind, we ask that you refrain from:

* The use of profane or vulgar language
* Wearing clothes that are inappropriate for the activities being performed
* Use of tobacco in front of campers
* Use of alcohol or drugs at any time on or off Big Laurel property

**Emergency Procedures**

 *Snakes* – The timber rattlesnake and copperhead are the two venomous snake species endemic to our area. As the name suggests, the copperhead can be distinguished by the distinct coloration of its head while the rattlesnake can be identified by its rattle. Both snakes share the triangular head characteristic of many venomous snakes. If a venomous snake is seen, please remove campers from the area and contact a staff member. If possible, please have an adult monitor the snake’s movement until staff arrives to remove the snake. Snakes are most active at dusk, so be sure to have a flashlight on hand when walking around at night and do not shower when it is getting dark. *(procedures regarding this will be covered in detail upon arrival)*

 *Medical* – Call 911 for any on-site medical emergencies and then contact one of Big Laurel’s staff to help provide driving directions to the first responders. For off-site medical emergencies use the closet phone or cell-phone to call 911 and then inform a Big Laurel Staff person of the incident. *(training for first aid kits and camper medical/permission forms will be covered in detail upon arrival)*

 *Environmental –* During thunderstorms we ask that you shelter in place at either the Ecology Center or the Bunkhouse. Please refrain from going out in a storm due to the possibilities of falling limbs and/or trees. Refer to Big Laurel staff for direction in case of any other inclement weather or disaster such as fire, flood, or storm.

**Camp Rules**

 To provide a safe and secure environment we ask your help in holding each other and our campers to the following standards:

* No bullying, hazing, or scaring campers
* No name calling or insulting another camper, volunteer, or staff person
* No swearing
* Campers must ask a mentor to accompany them to the bunkhouse if they need to get something.
* 2:1 or 1:2 rule. When with campers, always have 1 mentor and 2 campers, or 2 adults and 1 camper. Do not go anywhere alone with one child.
* Other behavior not covered here but deemed inappropriate by a volunteer or staff person

Campers should be given a verbal warning on their first offense, time taken off from either swimming or other activity for a second offense, and if the camper continues a behavior inform staff lead. Staff lead will have a nightly check-in with all those working directly with the campers to see how everyone is doing and to make sure we stay on top of any developing issues. This does not just include behavioral issues but also making sure no one is feeling homesick or physically ill.

**Miscellaneous**

To make sure everyone is feeling mentally, physically, and emotionally safe, here are some tips for volunteers.

* Keep yourself and campers hydrated! Hydrated campers are happy campers. We will have water and juice/Gatorade/Kool-Aid available at all times. If drink coolers run out, please let a Big Laurel staff member know.
* Stay rested! If you are in need of some time to yourself, please take it. Just let another volunteer or staff member know where you are going and how long you will be gone. Take turns with other volunteers and mentors to relieve each other. Go for a walk, or go to Big Laurel house for a few moments of rest.
* Explore environment, animals, and plants safely! We encourage you and campers to encounter new plants and animals while you are here. However, please be sure that you can properly identify a new plant before you or your camper touch or eat it. There are lots of yummy wild berries along the roadside. These are safe to eat when they are ripe. If you are unsure, please ask another staff or mentor. There are also many plants that cause allergic reactions, such as poison ivy. We do have medication available for this. However, the best option is to avoid contact. You may encounter horses, dogs, cats, turtles, lizards, bugs, etc. Observe and interact with them in safe ways. Wash hands after touching them. There are lots of trails and roads to explore. Always gauge how far you walk, and know that you will have to walk that far back. Keep track of your location and stay on trails so you don’t get lost. Always let someone else know where you are going and how long you will be gone. Do not go alone.