

Kamp Dovetail

HOW TO BE A GOOD VOLUNTEER

KAMP...

Didn't you use spell check?

- Kjc/s
- **A**nd
- Motivated
 People

DOVETAIL? We just love those birds!

- Developing
- Outdoor
- Varied
- Experiences
- OT
- Aid
- Independent /Individual
- Lifestyles

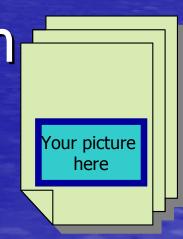






PAPERWORK

- Oo it right the first time (and you won't get yelled at!)
- Keep the white packet
- Only three (3) pages to fill out (green, yellow, blue)
- Fill out both sides!
- Include a recent photograph
- Return ASAP



CHAIN OF COMMAND

- I. SATH Board of Directors
- II. Linda Allen, SATH Executive Director
- III. Mike Swigart, KAMP Assistant Director
- IV. Staff
- V. Group Leaders
- VI. Assistant Group Leaders
- VII. Volunteers
- **VIII.**Kampers



It is everyone's responsibility to follow the KAMP rules and regulations (see white sheets in your paper work)

Kampers – have fun, see their volunteers for their needs and problems



Volunteers

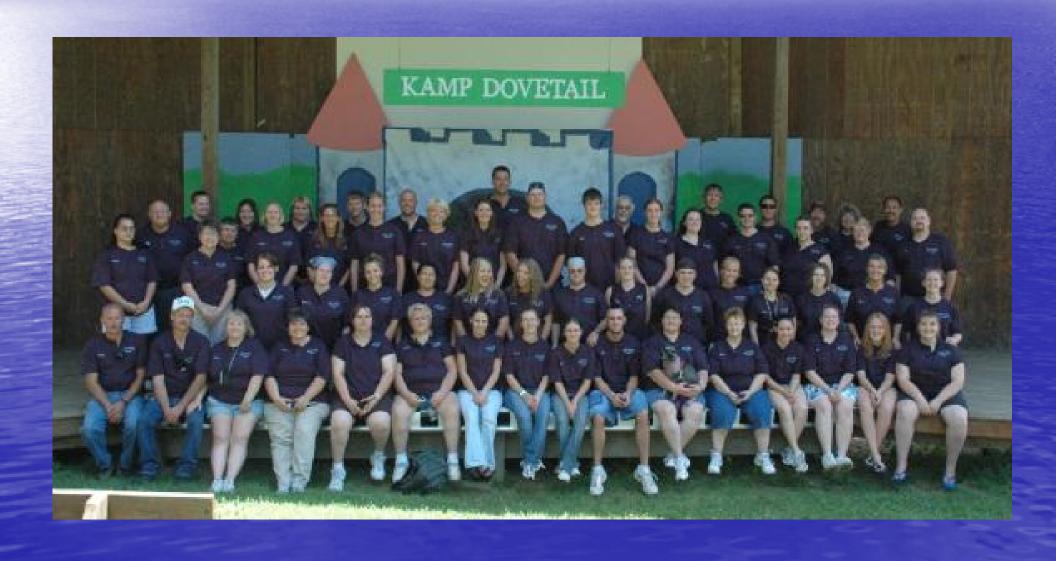
- Any issues with your Kamper must go through your group leaders. DO NOT go to Linda or Cowboy first!
- If you have an issue with one of your group leaders, go one of your other group leaders
- Be responsible for containing problems within your group. Do not spread gossip.
- If you see another person breaking a rule, take the initiative and tell them. If it is a problem you can't handle on your own, tell your group leader or assistant group leader.
- You need to heed directions from your group leader, assistant group leader, security AND medical, kitchen, maintenance & activity staff

Group /Assistant Leaders

- Make sure your group/assistant leaders are aware of everything happening within your group.
 Communication is the key to a smooth-run KAMP
- If you have an issue with another group/assistant leader, first try to resolve it within your group (include all the group leaders)
- DO NOT run straight to Mike or Linda. Try to solve it yourself and up date them as needed
- Group /Assistant Leaders have demonstrated maturity and responsibility. Be responsible for containing problems within your group. Do not spread gossip.
- If there is a problem at one of the activities, inform the staff there –Communicate!

KAMP Staff

- -Handle any problems in their activity area
- Keep Linda and Mike informed



Assistant Director ~Answers to Linda

C 0 W B 0



SATH Executive Director

I

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-She is the KAMP DOVETAIL Director

-All KAMP business runs through her to the KAMP Board

-Her decisions are not to be questioned

The SATH Board



OOOh...The Great and Powerful Board

What we expect of you...

- Be with your KAMPer 24 hours a day for the 5 days of KAMP
 - -Stay with your KAMPer until (s)he has fallen asleep
 - Participate in all activities with your
 KAMPer
 - If you are away from your KAMPer at any time (even for a few minutes) you are expected to find another volunteer to take responsibility for your KAMPer

- Keep track of your KAMPer's belongings
 - Before his/her parents leave on the first day make sure to check for:
 - Appropriate amount of clothing and toileting items
 - Unneeded items (expensive items, weapons)
 - All kamper medications must be left with the nurses

- Take care of the personal hygiene of your KAMPer
 - If you do it for yourself your KAMPer needs it done
- Follow your group's planned schedule
- Make sure your KAMPer gets his/her medications

- Keep your KAMPer entertained if they are not able to participate in an activity
- Make sure your KAMPer HAS FUN!

Needful Things

- If your Kamper needs toiletries, blanket, pillow, towel, clothes, etc. see one of the kitchen staff for the item
- Sanitary items for female kampers are kept in the First Aid Station
- If you (personally) need items from town bring \$ and a list with your name and the group name to Kitchen Rhonda

Special Diets

- See "Kitchen Rhonda" for a special menu
- You Must be aware of your Kamper's dietary needs — in some cases it is a matter of life and death
- Special diet plates are at the end of the serving line. Please skip ahead to end of the line to pick up the special plate
- Hypoglycemic volunteers/Kampers should pick up a snack bag at the end the line after breakfast and lunch

Manners

- Many groups come in for one meal or one day. Make sure you and your Kamper Thank them as you go through the line
- Please throw away your trash. Let Kitchen Staff know when cans are full.
- Conceal "Late night trash" so Kampers do not see it in the morning.
- Let the Kitchen staff know if there is a mess that needs to be cleaned or if water stations need refills

Raiding the Refrigerators

- Do not raid the refrigerators during the day
- Red/Green Dots
 - DO NOT EAT ITEMS WITH RED DOTS
 - Green dot foods are for your consumption after the volunteer meeting
- Late Night Pig Out
 - Do not eat food the Kampers can't have (pizza/pop) in front of them (and don't talk about it the next day)
 - If a Kamper needs to use the bathroom during this time please use the porta-potty
 - Staff meets after the volunteer meeting while the volunteers raid the kitchen. They need to eat as well.
 We don't want you to go hungry, but share the wealth.

Laundry

- When you get up in the morning check your campers belongings to see if it needs washed.
- There is a special Laundry area next to red barn
- When a Kapmer's laundry is soiled
 - clean out any "foreign objects" to trash or toilet
 - Put laundry in supplied bag and place name tag with "Kamper name & Group name"
 - Tie the bag shut then place in bin marked "DIRTY"
 - One person's laundry per bag
 - Check back at supper time to collect your Kamper's clean laundry

Changing Stations

- For Kampers who need help with toileting
- Make sure you "leave it better than you found it
- Bag soiled sheets and mark them "Changing Station" (see Laundry)
- Alert Kitchen staff for refills
- CAUTION! Do not confuse baby wipes meant for bodies with "Mr. Clean Disinfecting Wipes" meant for surfaces

GUIDE

- BRING
 - CLOTHES
 - SLEEPING GEAR
 - TOILETRIES
 - -SWIMMING
 GEAR
 - EXTRA CASH
 - SHOES
 - TOWELS

LEAVE AT HOME

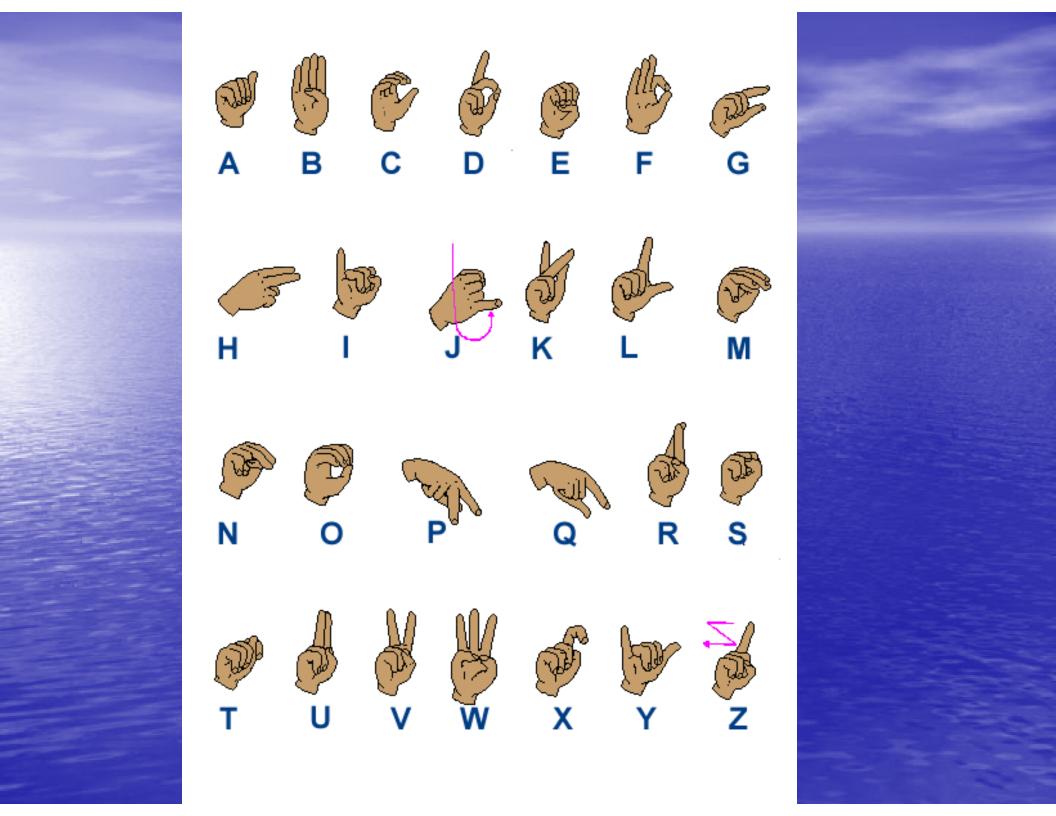
- WEAPONS
- EXPENSIVE THINGS
- UMBRELLAS
- PROFANITY of any kind

Signing In and Out

- If you need to leave Kamp for a legitimate reason you need something in writing from your parents (we will call and check with them)
- make sure your group leader knows when you will be leaving and returning
- Make arrangements with your group as to who will be responsible for your Kamper while you are gone
- Before you leave go to the barn and sign out the clip board is located on the right side of the main door
- Sign in when you return, immediately return to your group and resume your responsibilities

DEAF COMMUNICATION

- **Not all Deaf/hard of hearing people use sign**
- **Not every one who uses sign are Deaf/hard of hearing**
- When speaking with people who are Deaf/hard of hearing
 - Don't shout
 - Look at the person
 - Write it down
 - Act it out if you can't sign
 - TRY!!
 - Find someone who can sign





Questions/Comments

