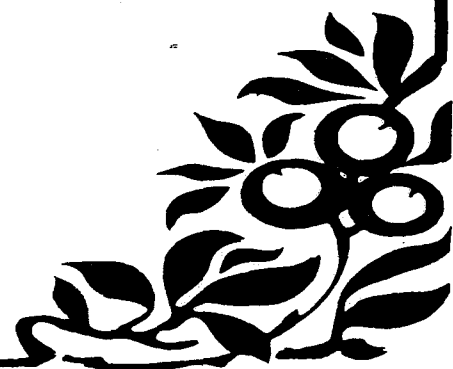
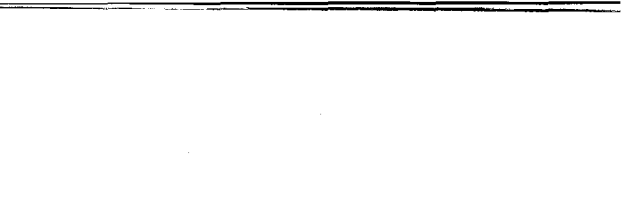


KAMP DOVETAIL

Manual







Dear KAMP DOVETAIL Volunteer:

Welcome!!! You have made a great decision to join such a committed team of volunteers, dedicated to providing a quality, safe, and fun camp experience for individuals with disabilities. This staff manual belongs to you. It serves to acquaint you with the expectations that come with being a volunteer. As you know, you need to attend at least 6 training meetings; however, this will provide you with the information that you might miss at the meetings or extra information that you should read before the week of Kamp. It is imperative that you read this in its entirety in that it will assist you and your camper in having a more successful week of camp. Please bring this with you to all of the meetings so that you can follow along on specific topics covered and take any notes that you need to.

Thank you again for investing your time into Kamp Dovetail. You truly will make a difference in a camper's summer and possibly life. It might be one of the hardest things you've ever done, but I guarantee, you won't go home the same!

In Kamp Spirit,

Linda Allen

Linda Allen, Kamp Director

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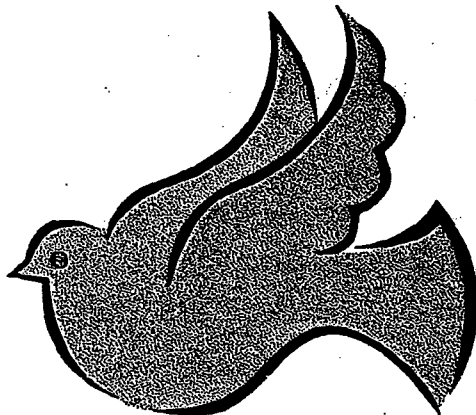
SATH'S MISSION STATEMENT

We believe all individuals with disabilities should have the opportunity to be involved in anything and everything without preconceived limits. We believe community involvement will develop a sense of self worth, pride and respect in his or her accomplishments. SATH's mission is to promote community activities that include children with disabilities. One of the largest activities is KAMP DOVETAIL, which is fully committed to upholding our mission.

KAMP DOVETAIL stands for Kids And Motivated People Developing Outdoor Varied Experiences to Aid Individual Lifestyles.

Our goals include helping the campers to:

- 1. Realize their self-worth and know that their volunteer(s) care for them**
- 2. Have new experiences and learn new leisure-time skills that can be utilized away from KAMP**
- 3. Adjust as a member of a group and to be a part of a group within the whole KAMP**
- 4. Gain self-confidence and some independence**
- 5. Be encouraged and recognized for achievements made at KAMP**



2009 KAMP DOVETAIL STAFF & GROUP LEADERS

Director: Linda Allen

Assistant Director: Mike "Cowboy" Swigart

Support Staff: Ken Meyer

Volunteer Support Coordinator: Ron Barber

Day Camp Director: Jill Kelch

Assistant Day Camp: Joy Polstra, Twila Smith, Kara Setty

Jennifer Bailey, Kelly Vance & Cinda Holt, Kathy Sparks

EMTs: Randy Williams and Anissa Knickerbocker

Security: Jon Kidder

Fishing: Brett Hayes

Horses: Mary Kamphaus & Brent Kelch

Creative Arts Coordinator: Joyce Rammel

Photographer: Kory Knickerbocker

Recreation: Kathy Meyer

Radio Communications: Norman Cupps

Grounds/Maintenance: Garry Sparks & Rick Robertson

Donation Coordinator/ Kitchen: Rhonda Campbell & Kathy Sparks

Group Leaders

Molly Warnock	Reba Hesler	Chelsea Campbell	Derek Julliard
Heidi Klump	Aaron Butsch	Kim Kelley	Meghan Hehl
Brittany Allen	Patrick Klump	Derek Holt	Juli Polstra
Tiffany Gobin	Rhonda Bond	Kari Thomas	Kalyn Klontz
Tom Wright	Neal Swearingen	Lindsey Deloss	Leah Niehaus
Alice Tallieu	Jan Talbott	Shaleigh Larrick	Justin Fournier
Dawn Talbott	Tyler Talbott	Kim Snapp	Rachel Bokelman
Emily Strain	Charlie Mattos	Carmen Mattos	Carlina Mattos

Assistant Group Leaders

Zach Smith	Jim Olderham	Ben Tucker	Desarae Bailey
Matt Partin	Katie Thomas	Kat Cioca	Justin Burns
Ashley Hall	Jessica Hall	Tyler Agenbroad	Julia Tallieu
Paige Blevin	Tony Getter	McKinzi Warren	Nathan Bigger
Carrie Howe	Kelsey Smith	Becca Pinney	Molly Sparks
Anna Fuchs	Danielle Roberts	Chaz Miles	Shawna Brewster

KAMP DOVETAIL 2009 DATES TO REMEMBER

January 3rd 1:00-3:00 p.m. (Sat.)-Hopewell (Staff Mtg. 11:00)

12th 6:30-8:30 p.m. (Mon.)-Hi-Tech Center

31st 1:00-3:00 p.m. (Sat.)-Hopewell Center

February 9th 6:30 -8:30 p.m. (Mon.) -Hi-Tech Center

14th **SWEETHEART BALL**-Roberts Arena (Wilmington)

28th 1:00-3:00 p.m. (Sat.) Hopewell Center

March 7th **CHARITY AUCTION – HIGHLAND COUNTY FAIRGROUNDS**

9th 6:30– 8:30 p.m. (Mon.)-Hi-Tech Center

21st 1:00-3:00 p.m. (Sat.)-Hopewell Center -(Staff Mtg. 11:00)

30th 6:30 – 8:30 p.m. (Mon.) – Hi-Tech Center

April 4th 11:00 – 1:00 –**Lunch With the Bunny** (Southern State College)

6th -10th – **KAMP DOVETAIL REGISTRATION**

6th 6:30-8:30 p.m. (Mon.)-**Hopewell Center (PLEASE NOTE)**

18th 1:00-3:00 p.m. (Sat.)-Hopewell (Staff Mtg.10:00)

27th – 6:30-8:30 (Mon.) Hi-Tech Center

May 4th – **Golf Benefit** – Snow Hill Country Club

9TH 1:00 -3:00 p.m. – (Sat.)-Hopewell Center (Staff Mtg.11:00)

18th 6:30 -8:30 p.m. (Mon.)-Hi - Tech Center

30th 1:00 -3:00 p.m. (Sat)-Hopewell Center

June 1st 6:30-8:30 p.m. (Mon.)-Hi Tech Center

6th 1:00-3:00 p.m. (Sat.)-Hopewell (Staff Mtg.-11:00)

8th 6:30-8:30 p.m. (Mon.)-Hopewell SERRC

13th 1:00-3:00 p.m. (Sat.) - Hopewell SERRC

15th 6:30-8:30 p.m. (Mon.)-Hopewell SERRC

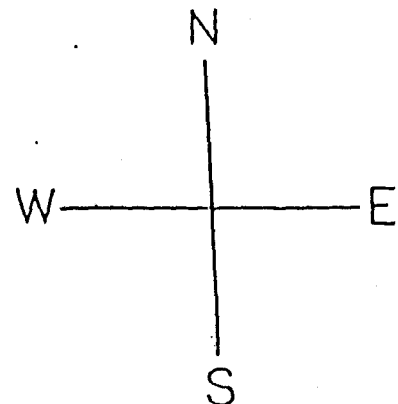
16th, 17th, 18th, 19th– 9:00 a.m. **SET-UP FOR KAMP – ROCKY FORK LAKE**

20th 1:00 – 3:00 p.m. (Sat.) – Rocky Fork Lake

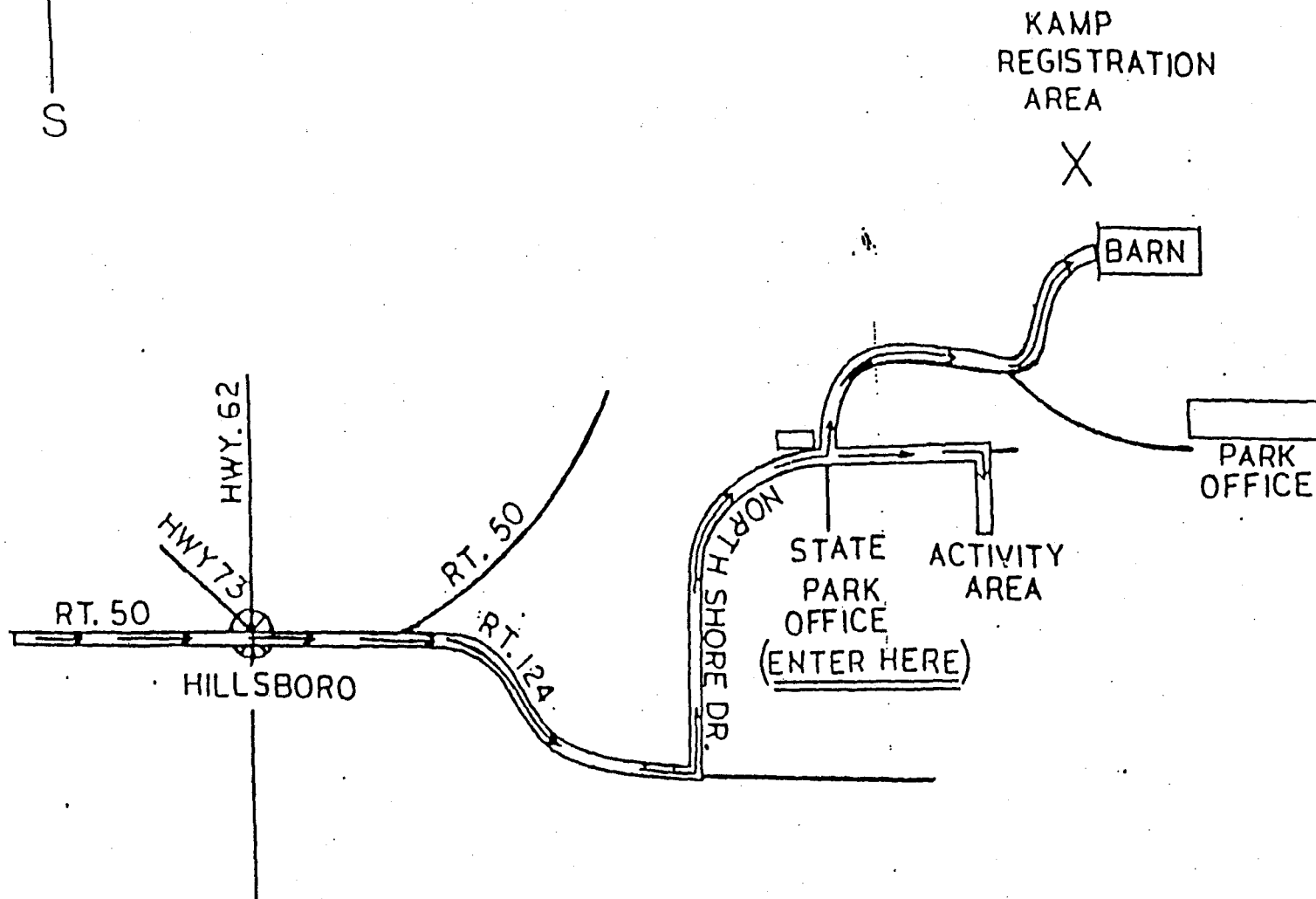
21st – 27th - **"KAMP DOVETAIL SUPER HEROS"**

**** These dates are subject to change-but you will be notified in advance if this happens.
Every volunteer is expected to attend at least 4 out of the 20 training meetings.**

KAMP DOVE TAIL



4



SIGNS WILL BE POSTED ON NORTH SHORE DRIVE

KAMP DOVETAIL

RULES AND REGULATIONS

1. Profanity, weapons and illicit drugs of any kind **are not tolerated**. Music, literature or other items that contain any language we deem as obscene or inappropriate will be confiscated. Please leave these kinds of items at home.
2. There will be **no** smoking in tents at any time. Smoking in designated areas **only**, and only with a signed permission waiver.
3. All visitors **must** sign in and out. There should not be **any** visitors after 9:00pm on the campgrounds. There will be only one (1) exception to this rule: Any parent who has a Camper or Volunteer at KAMP Dovetail is welcome to stay for as long as they wish to. Parents may wish to observe the camp operation. Any unknown person on lurking or loitering around Kamp Dovetail activities must be immediately reported to Kamp Staff or security personnel.
4. **All** Volunteers **will** sign-in as they arrive at the campground on the morning of the first day of Camp. This is done for head-count purposes during the week of camp. Volunteers are responsible for their Camper for the **entire** week of camp... in the event that you **must** leave the campgrounds during camp, you must make arrangements for another Volunteer to care for your Camper until your return.
5. The campground **will** be kept clean and well maintained at all times. Throughout the week of camp, **everyone** should do their part to help keep the campgrounds in better condition than when we arrived. There will be time set aside each day to clean up inside and outside of your tent, including your group's picnic table and / or meeting areas.
6. The "Buddy System" will be in affect at all times. This means that no less than two Volunteers are permitted to walk the campgrounds at any time.
7. There will be **no** Female Volunteers in the Male Volunteers tent or vice versa **at anytime**. You may talk **outside** of your tent.
8. Volunteers and their Campers of the same sex will be allowed to sleep in the same tent. In the event that a Female Volunteer has a Male Camper or vice versa, then a Volunteer of the same sex will be assigned for the night only in a tent that has enough room. The Camper will be returned to their original assigned Volunteer the next morning.
9. Volunteers who work with day camp **will** be assigned to assist other Volunteers with their overnight Campers.
10. All instances of hitting, "inappropriate touching", and displays of affection by **any** Camper, Volunteer, or visitor must be reported through the proper chain of command.

11. Under no circumstances is a Camper to be left unattended!! While at the beach, all Volunteers must be within "arm's length" from their Campers, especially while in the water in order to help them when needed. All groups will schedule swimming time so groups will be together and will continue the "Let's See Hands" whistle checks.
12. You are responsible for your camper's belongings and equipment. Playing with camper's equipment and riding in or on their wheelchairs will not be tolerated. You will be responsible for any damage due to your inappropriate behavior.
13. A noise ordinance will be in effect at dark, which means that noise levels will be kept at a whisper volume out of respect for other campground visitors and so your Campers get their much needed rest.
14. Bedtime for Campers will be 9:00pm and no later than 10:00pm. Bedtime for Volunteers will be at a pre-determined hour unless otherwise instructed by the Director or Assistant Director.
15. Horse-playing, running, and piggy-back rides will not be tolerated during the week of camp.
16. If an accident should occur during Camp that requires first-aid, notify an E.M.T. and fill out an accident report as soon as possible. Your Group Leader and the Director or Assistant Director must be notified to initial the report along with the E.M.T.'s signature.

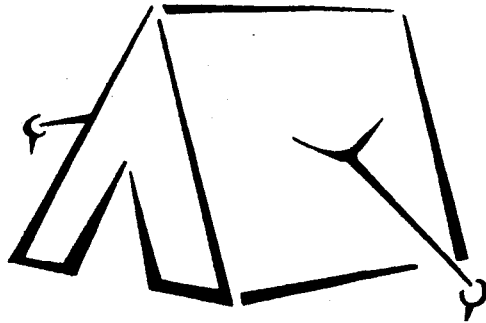
"The KAMP Song"

sung to the tune of "This is the Song that Never Ends"
(written by Juli Polstra and Jill Kelch)

***This is the KAMP that grows on you
Yes, you'll make lots and lots of friends
Some people started coming here
not knowing what it was
And they'll continue coming here
forever just because
This is the KAMP that grows on you***



“The true joy of camping is the fun of DOING things *with* others. We encourage the campers with disabilities to do for himself those things that are possible for him to do. Those things may simply be carrying his own tray at lunch, holding his own fishing pole, holding an edge of the parachute, painting his own craft (regardless of what it looks like), etc. Satisfaction comes from DOING, not WATCHING things be done.”



“You cannot help men permanently by doing for them what they could have done for themselves.”

-Abraham Lincoln

What to expect at Kamp

Opening Day

Although registration doesn't begin until 2:00, there is always a lot to do before Kamp can begin! In the morning, the tents will need to be put up as well as other areas.

When you campers are brought to you, you'll help them get situated in their tents. Try to be open and friendly with the campers as well as their families. This helps the camper and the parents to be more at ease about the week ahead! You have to go through the campers' bags to make sure they have not brought anything that is prohibited at Kamp (knives, cigarettes, sharp utensils). As you're going through their items, simply explain to them and their parents that you need to make sure they have everything they need and so you'll know what their items look like, etc. Don't make it out to be a big search! They should have all medicine checked in with the Med Station, even Tylenol or cough medicine. They are not to keep razors in their bags either!!

The first day is often the roughest, simply because it's hectic. The campers are usually a little excited and some may miss their families or may be a little scared. Try to get to know you camper(s) and also do some group activities where the campers can get to know the other campers, too!

Closing Day

The campers will get to do the scheduled activities as usual. Later in the day, you'll need to make sure they have all of their belongings and pack them up to go. That evening, will be dinner and the Awards Ceremony. After the ceremony, you'll take your camper back to wait for his/her parents. Then, it's time for Good-byes. ☹

Some daily activities that the campers get to enjoy include:

- ☺ Horses
- ☺ Putt-putt golf
- ☺ Fishing
- ☺ Recreation
- ☺ Moonwalk
- ☺ Arts and Crafts
- ☺ Boating (pontoon)
- ☺ Swimming
- ☺ Magic Show
- ☺ Hayrides

Extra-Special Events:

- ☺ On one evening we have a carnival! There are many games and activities where the campers get to win LOTS of candy and prizes!!!
- ☺ On Thursday morning, we load up the buses and drive to the **movies** in Hillsboro. They graciously provide us with popcorn and a drink for the movie. During the movie is a great time for the volunteers to take a quick, but well-needed snooze!!!
- ☺ Kamp Dovetail wouldn't be complete without the annual **Thursday night Dancelll**! This is the highlight of the week for many of our campers. They really look forward to dancing with other campers and volunteers, as well! We have music provided by a local DJ and we boogie the night away!
- ☺ On Friday evening, we have our **Awards Ceremony**. This is another exciting event for the campers, as they close the week of camp. Every camper gets to be front and center on the stage at the amphitheater as they receive an award from his/her group.

BENEFITS OF VOLUNTEERING:

Receive opportunities to develop leadership and public relations skills

Make a difference in someone's life by helping to improve the quality of life of handicapped persons

Use experience for college applications, scholarships, and resumes

Receive volunteer incentives such as free t-shirts, free food, door prizes, and parties

Make new friends

BENEFITS OF VOLUNTEERING:

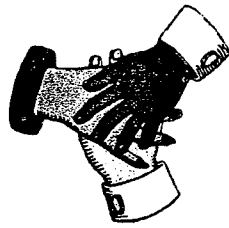
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Make new friends



TEAMWORK

Teamwork is the ability to work
together toward a common vision.

The ability to direct individual
accomplishment toward organizational objectives.

It is the fuel that allows common people to attain uncommon
results.

Simply stated, it is less ME and more WE.



CHAIN OF COMMAND/RESPECT FOR KAMP DOVETAIL

SATH BOARD OF DIRECTORS



KAMP DIRECTOR



KAMP ASSISTANT DIRECTOR



KAMP DOVETAIL STAFF



GROUP LEADERS



ASSISTANT GROUP LEADERS



VOLUNTEERS



KAMPERS

Volunteer Job Description

As a volunteer of Kamp Dovetail you are responsible for the care and well being of your camper throughout the entire week of Kamp. You are to make sure your camper has the time of his/her life at Kamp Dovetail. Some of your duties are listed below.

1. You will be assigned a camper and will be expected to stay with that camper 24 hours a day for the 5 days of camp.
2. At bedtime you will stay with your camper until he/she has fallen asleep.
3. You will be expected to participate in all of your camper's activities with your camper, unless other arrangements are made (you can't swim, so you switch with another volunteer).
4. You will be responsible for taking care of the personal hygiene of your camper. Details are listed on the next page.
5. You will be responsible for keeping track of all of your camper's belongings.
6. You will be responsible for making sure you and your camper follow the schedule for designated activities and events.
7. You will be responsible for making sure your camper, if on medications, has taken their medications at scheduled times.
8. Anytime you must be away from your camper, you are expected to find a person to take full responsibility of all of your camper's needs.
9. You will be responsible to find another activity if your camper is unable to participate in a planned activity.
10. Your overall objective for the week is to make sure your camper has a fun-filled week and lots of good memories to take home and share.

Desirable Qualities of a Volunteer

We want you to have a fun week, as well as to enjoy a social and recreational week with peers. You will hopefully make some new friends and you may even get some credit for it. However, the main reason that you are volunteering at Kamp Dovetail is not for yourself. Your main and most important goal as a volunteer is to help a special camper have an extra-special week at Kamp Dovetail! To be able to do this, consider these desirable qualities of a volunteer:

Love
Respect
Friendliness
Care
Honesty
Patience
Responsibility
Empathy (not sympathy!)
Imagination
Creativity
Sense of Humor
A desire to help people
Willingness to learn
Some knowledge of disabilities
(provided at meetings and in this manual)

VOLUNTEER GUIDE

WHAT TO BRING TO CAMP

1. Suitable clean clothing for the number of days you will be at camp including socks, underwear, shoes, jackets, rain gear, wrist watch etc.
2. Sleeping bag or warm blankets and a pillow, flashlight (cheap one)
3. Toothbrush and toothpaste, mouthwash
4. Hand soap, shampoo, deodorant, towels, hairbrush, razors, shaving cream, insect repellent, hair dryer, curling irons (if you wish)
5. Swimming suit, sunscreen, lotion, beach towel
6. Some extra cash for buying stuff for yourself and your campers if u wish and for pizza at night AFTER the campers go to bed if Linda feels the day has gone well and time allows.

WHAT NOT TO BRING TO KAMP

WEAPONS OF ANY KIND (paint ball guns, knives, guns, ax etc)

Cd players, radios, walkmans, (anything expensive you do not want lost)

REMEMBER KAMP DOVETAIL is a rain or shine camp so be sure to listen to the local weather and bring proper clothing for that week.

SATH/KAMP DOVETAIL is not responsible for lost or stolen personal property that you bring with you.

Camper Hygiene/Care

Most all of the following guidelines are the same that apply to volunteers. If you need to brush your teeth daily, so do they! If you make sure you have sunscreen on, they need it, too...

1. Campers need to have daily showers. Most campers will take their showers up in the restrooms located where the Rocky Fork visitors are camping. Those campers in wheelchairs or that have difficulty walking will take their showers in Kamp's barn. Some campers may need some assistance in the showers, such as washing hair.
2. Check campers' bodies for skin irritations, blisters, abrasions, etc. This is especially important for those individuals in wheelchairs. They can develop pressure sores and skin breakdown easily. Several of the campers that are diapered will not be able to tell you, so be sure to check their hip joins, bottoms, etc. to make sure they do not have irritations.
3. Campers need to have sunscreen on throughout the entire day. We spend most of the day outside and many get sun burnt easily. You'll hear a lot of whining if they have to spend the week sun burnt, so apply it early and well each day! Hats help keep the sun off, too!
4. Campers need to brush their teeth.
5. Campers need to wear clean underwear each day.
6. Campers should wash their hands after using the restroom and before meals.
7. Encourage your campers to drink, drink, drink!!! The high temperatures can easily cause heat exhaustion. Liquids (especially water) are extremely important! Make it a game - everyone must drink a cup of water before leaving for the activity!
8. Campers have to wear shoes. There are too many things they can step on around the campground.
9. Campers must wear shirts around camp.



Notes. . . Reminders . . . Important Dates

Anything You Can Do They Can Do, Too

while you flex your muscles in
front of your morning mirror
and congratulate yourself
on your nimble brain,
consider this:

The light over your mirror
was perfected by a deaf man.
While your morning radio plays,
remember the hunchback
who helped invent it.

If you listen to contemporary music,
you may hear an artist who is blind.

If you prefer classical,
you may enjoy a symphony
written by a composer who couldn't hear.

The President who set an
unbeatable American political record
could hardly walk.

A woman born unable to see, speak, or hear
stands as a great achiever in American history.
The handicapped can enrich our lives.

Let's enrich theirs.



The 5 "R's" of Medication

Right Child

Right Medication

Right Route

Right Time

Right Amount

Kamp Dovetail

EMT Staff- Randy Williams &

Anissa Runck

Medical Topics

seizures 101

First Aid

bees stings

allergies

heat exhaustion/stroke

falls

nosebleeds

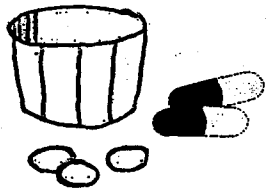
diarrhea

accidents- splinter, fish hooks

MED ADMINISTRATION 101

CPR offered- date & time TBA

**Medical Staff- Nora Coleman
& Georgia Barber**



These are just a few of the topics you will learn about in the coming months. Please pay attention as there will be a test on covered materia. The test is called Kamp Dovetail :)

Medical and Safety Needs

Medicine

Medicine is a very large and important part of Kamp Dovetail! Many of the campers will be on medicine. It is CRUCIAL that the campers get their medicine on time. Some campers will need their medicine to help them control their behavior (and boy, will you want them to have that on time!). Other campers will need their medicine so that their bodies are not as stiff and so they can move more easily. Still, many campers will need their medicine to control seizures. If these campers do not receive their medicine on time, they might go into seizures and could even die.

As a volunteer, you will be given paper work on your camper a few weeks before Kamp begins. The medical sheet will tell you if your camper has medicine and what times/doses he/she take. During registration on the Opening Day of Kamp, the parents verify the times/doses again. You'll be responsible to take your camper to the Med shack at the time that their meds need to be given. The nurses will then give the camper the medicine. The nurses do double check after the rounds and will catch it if a camper does not receive his/her meds; however, it will make it easier on your camper, yourself, and the nurses if you have your camper there at the right time! :)

Injuries


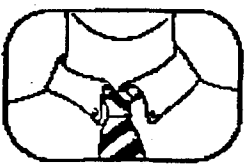


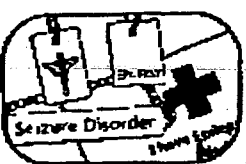



If you have a camper that gets injured, first call for your Group Leader to check it out and so they can call one of our EMTs. Even if it seems like no big deal, the smallest injuries still need to be checked out. A slight bump on the head might not hurt you, but it could seriously endanger a child that has a shunt in their head. Don't worry, accidents happen. All injuries need to be written down, also, so Kamp has documentation of them.

Tips to Remember

- The average child with epilepsy is healthy and wants to be treated just like any other child.
- A child with epilepsy should get his or her medicine on time.
- It's nobody's fault if a child has a seizure. It's not the child's fault or your fault.
- Most seizures are not emergencies and do not need emergency care.
- Talk things over with parents so you know exactly how they want you to handle a seizure.
- Unless you have other instructions, first aid for seizures is mostly to keep the child safe until the seizure ends naturally.
- If a child has a convulsion, turn him or her on one side to prevent choking.
- Having a seizure is upsetting and embarrassing for a child. He or she will need comforting and kindness afterwards.
- Call for emergency assistance if a seizure lasts longer than 5 minutes, if another seizure starts, or if the child doesn't wake up or breathe properly afterwards.
- A child with epilepsy probably won't have a seizure while you're looking after him.

First Aid for Seizures

By The Epilepsy Foundation of America, Inc.
Epilepsy Foundation

	
Cushion head	Loosen tight neckware
	
Turn on side	Nothing in mouth
	
Look for I.D.	Don't hold down
	
As seizure ends	...offer help

Although most seizures end naturally without emergency treatment, a seizure in some cases not have epilepsy could be a sign of serious illness. Call for medical assistance if:

- seizure lasts more than 5 minutes
- no "epilepsy/seizure disorder" I.D.
- slow recovery, a second seizure, or difficult breathing afterwards
- pregnancy or other medical I.D.



SUNBURN

Protection

Sunscreen Guidelines

- Use a SPF of 15 or higher
 - Apply sunscreen at least 30 minutes **BEFORE** going in the sun and every 2-3 hours
 - Reapply sunscreen after swimming and showers
 - Apply to all exposed skin areas including nose, ears, and neck
- DO NOT PUT SUNSCREEN AROUND EYES OR ON HANDS.**

Prevention

- Wear hats
- Wear loose-fitting shirts and clothing

Treatment

- Visit the medical station frequently to get lotion and medicine
- Use cool cloths on sunburned areas

on ivy, poison oak and poison sumac are the most common plants cause a skin rash. A sap that comes from these plants causes the i. The name of this sap, urushiol, causes an allergic reaction. It is not ly a poison. Not everyone reacts to urushiol. If you are allergic to it, hgh, you can get a skin rash when you:

- Touch poison ivy, poison oak or poison sumac.
- Touch clothing or shoes that have the sap on them.
- Touch pets that have the sap on them.
- Come in contact with the smoke of these burning plants.

skin rash comes a day or two after contact with the poisonous plant. ngs to look for are:

- Itching
- Redness
- Burning feeling
- Swelling
- Blisters

Prevention

ow what these plants look like and avoid them:

- Poison ivy.
- Poison oak

Poison ivy and poison oak both have three leaflets per stem. This is why you may have heard this saying, "Leaflets three, let them be."

- Poison sumac. Poison sumac has a row of six to ten leaflets. One leaflet is at the end of the stem. The others are in two rows opposite to each other.

you know you have come in contact with one of the plants, do the ings below within 6 hours. You may prevent an allergic reaction if you).



POISON IVY
(*Rhus toxicodendron* L.)



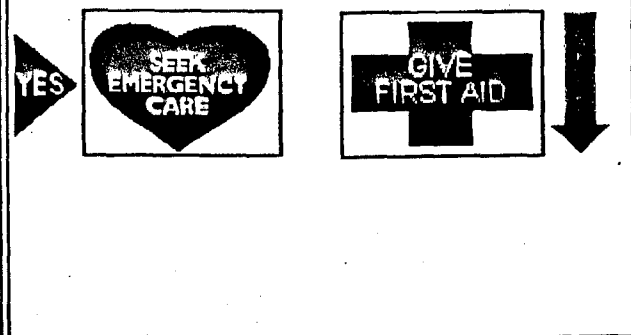
POISON OAK
(*Rhus diversiloba*)



POISON SUMAC
(*Rhus toxicodendron vernin*)

Are there any of these problems?

- Swelling in the throat, tongue and/or lips
- A hard time breathing or swallowing
- Weakness, dizziness
- Bluish lips and mouth
- Unconsciousness



Self-Care/First Aid

- Make sure you wash all clothes and shoes with hot water and a strong soap. Also, bathe pets who have come in contact with poison ivy, oak or sumac. The sap can stay on pets for many days.
- Keep your hands away from your eyes, mouth and face.
- Do not scratch or rub the rash.
- Apply any of these to the skin rash:
 - Calamine (not Caladryl) lotion
 - Zinc oxide ointment
 - Paste made with baking soda - mix 3 teaspoons of baking soda with 1 teaspoon of water
 - Take a bath with lukewarm water and an over-the-counter product called Aveeno colloidal oatmeal
 - Take an over-the-counter antihistamine such as Benadryl, as stated on the label

Heat Emergencies

Signs and Symptoms

- * Muscular cramps – Usually in the legs and abdomen
- * Weakness or exhaustion, sometimes dizziness or periods of faintness
- * Rapid shallow breathing
- * Weak pulse
- * Moist pale skin
- * Heavy perspiration
- * Loss of consciousness is possible

Care Steps

- * Remove the patient from the hot environment and place them in a cooler place.
- * Administer oxygen.
- * Loosen or remove clothing to cool.
- * Put patient on their back, with legs elevated.
- * If patient is responsive and not nauseated, have him or her drink water.

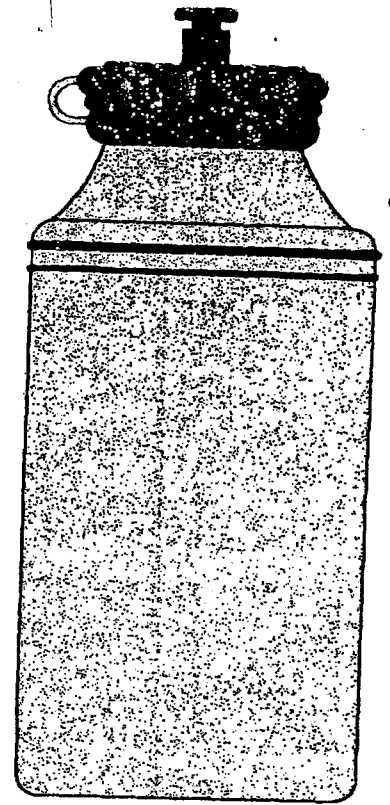
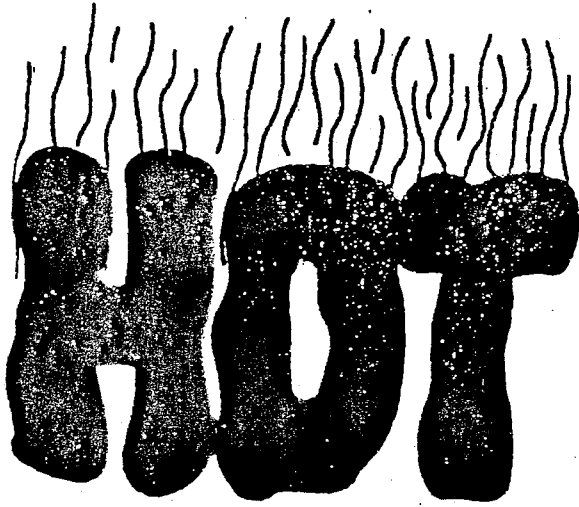
Allergic Reactions

A variety of things can cause reactions...

- * Insect/Bee stings are the number one cause
- * Foods (most common: nuts, eggs, milk, shellfish)
- * Plants – poison ivy
- * Medications

Care Steps

- * Manage the air way
- * Epinephrine can be used by auto injector ONLY by an EMT, Doctor, or Nurse



Dehydration

Home Treatment

When recognized in the early stages, mild to moderate dehydration can be corrected with home treatment measures.

Home treatment of mild or moderate dehydration involves stopping the fluid loss and gradually replacing lost fluids.

- Stop your activity and rest.
- Get out of direct sunlight and lie down in a cooler environment, such as shade or an air-conditioned area. Elevate your feet. Remove all unnecessary clothing.
- Drink a rehydration drink, water, juices, or sports drinks to replace fluids and minerals.
 - Drink 2 qt (1.89 L) of cool liquids over 2 to 4 hours. Adults should drink at least 10 glasses of liquid a day to replace lost fluids.
 - Encourage your child to drink extra fluids or suck on Popsicles. Children between the ages of 4 and 10 should drink at least 6 to 10 glasses of liquids to replace lost fluids.
- Rest for 24 hours and continue fluid replacement. Rest from any strenuous physical activity. Total rehydration with oral fluids usually takes about 36 hours, but most people began to feel better within a few hours.

Symptoms to Watch for During Home Treatment

Use the Check Your Symptoms section to evaluate the symptoms if any of the following occur during home treatment:

- You develop more serious signs of dehydration.
- You are not as alert and awake as usual.
- You become dizzy, lightheaded, or feel like you will pass out when you rise from lying to sitting, or from sitting to standing.
- You are urinating much less than usual.
- Your symptoms become more severe or frequent.

Nosebleeds

Home Treatment

How to stop a nosebleed

Follow these steps to stop a nosebleed:

1. Sit up straight and tip your head slightly forward. Tilting the head back may cause blood to run down the back of your throat, where you may swallow it. If you swallow blood, it can irritate your stomach and cause vomiting. To avoid this, spit out blood that gathers in your mouth and throat rather than swallowing it.
2. Blow all the clots out of your nose. This may require fairly forceful blowing, and the bleeding may actually increase when clots come out of the nose.
3. Firmly pinch the soft part of your nose shut between your thumb and forefinger after blowing out the clots. The nose consists of a hard bony part and a softer part made of cartilage. Nosebleeds usually occur in the soft part.
4. Keep pinching for a full 10 minutes. Use a clock to time the 10 minutes. It can seem like a long time. Resist the urge to peek after a few minutes to see if your nose has stopped bleeding.
5. Check to see if your nose is still bleeding after 10 minutes. If it is, hold it for 10 more minutes. Most nosebleeds will stop after 10 to 30 minutes of direct pressure.
6. Stay quiet for a few hours. Do not blow you nose or put anything inside your nose except a light coating of a moisturizing ointment, such as Vaseline, for at least 12 hours after the bleeding has stopped.

After you have stopped a nosebleed, the following tips may prevent a nosebleed from recurring.

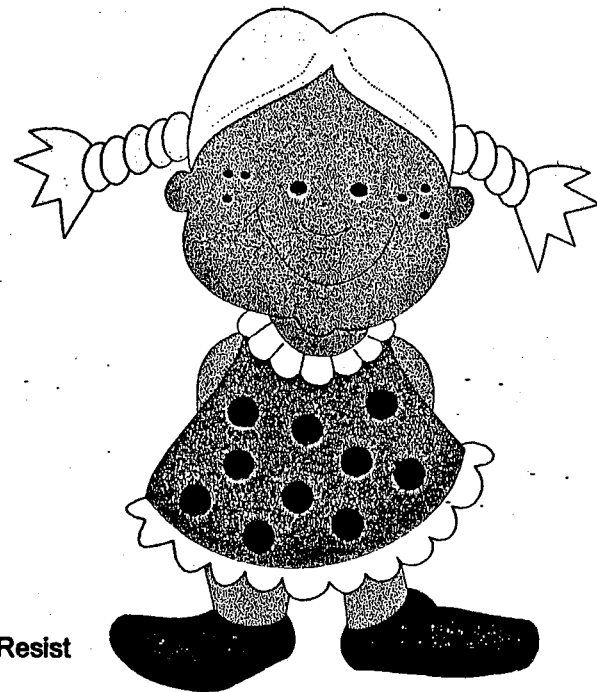
- Avoid forceful nose blowing.
- Avoid lifting or straining after a nosebleed to prevent a recurring nosebleed.
- Elevate your head while sleeping.
- Apply a light coating of a moisturizing ointment, such as Vaseline, to the inside of your nose with the tip of your little finger.
- Do not use aspirin and other nonsteroidal anti-inflammatory drugs (NSAIDs such as ibuprofen or naproxen sodium) for 3 to 4 days. Acetaminophen, such as Tylenol or Panadol, may be used to relieve pain.
- Do not use nonprescription antihistamines, decongestants, and medicated nasal sprays.

If you have pain, try a nonprescription medication to help relieve your pain.

- Acetaminophen, such as Tylenol or Panadol

Be sure to follow these nonprescription medication precautions:


- Use, but do not exceed, the maximum recommended doses.
- Carefully read and follow all labels on the medication bottle and box.
- If you have been told to avoid nonsteroidal anti-inflammatory medications, call your health professional before taking them.
- Do not give aspirin to anyone under age 20 unless directed to do so by your health professional.

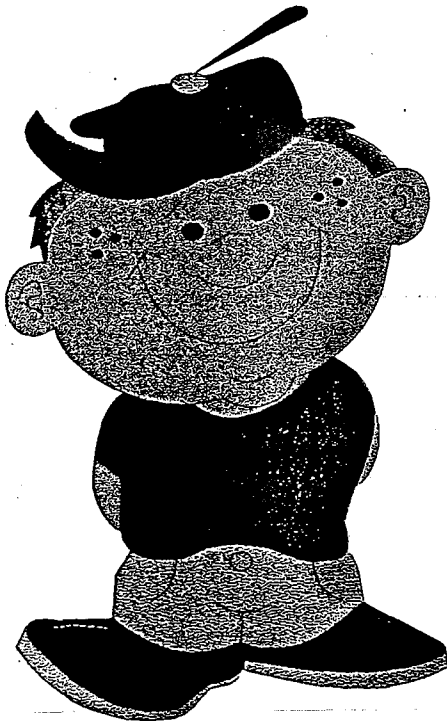


Distinguishing between a food intolerance and a food allergy

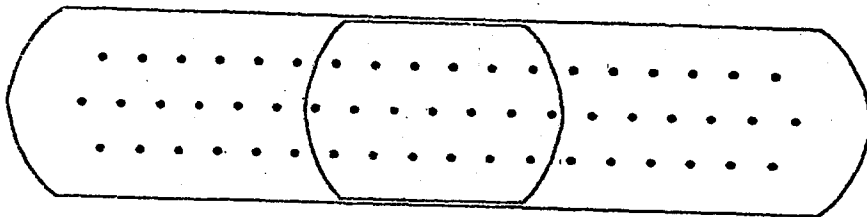
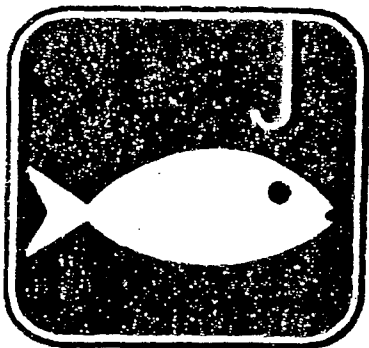
Food intolerance refers to an physical response to a food that is not an allergic reaction. It differs from an allergy in that it does not involve the immune system.

There are some differences between food intolerances and food allergies:

- Symptoms of allergic reaction typically come on quickly, usually within an hour after ingestion. In a typical case, symptoms follow food in the process of digestion. Starting with the first bites, you might feel itching and tingling in the mouth. As the food progresses to the stomach and intestines, you might have stomach pain, nausea, and diarrhea, and finally when the food enters the blood and travels to the skin, you might have difficulty breathing and wheezing.
- Some food allergies are very severe, causing breathing problems and anaphylaxis. Food intolerances do not cause these severe symptoms.
- Symptoms of food intolerance typically take longer to come on than food allergy. Here, the body cannot adequately digest the offending food, causing symptoms of indigestion, including stomach churning, cramps, and diarrhea.
- Nausea, vomiting, painful cramping, and diarrhea often occur in both allergic reactions and intolerances. During allergic reactions, gastrointestinal symptoms are rarely the only symptoms present. Typically, in food allergies, gastrointestinal symptoms are accompanied by hives or respiratory wheezing. See an illustration of hives .



***If your kamper has a food allergy, make sure you know what happens when that food is ingested!!!!**



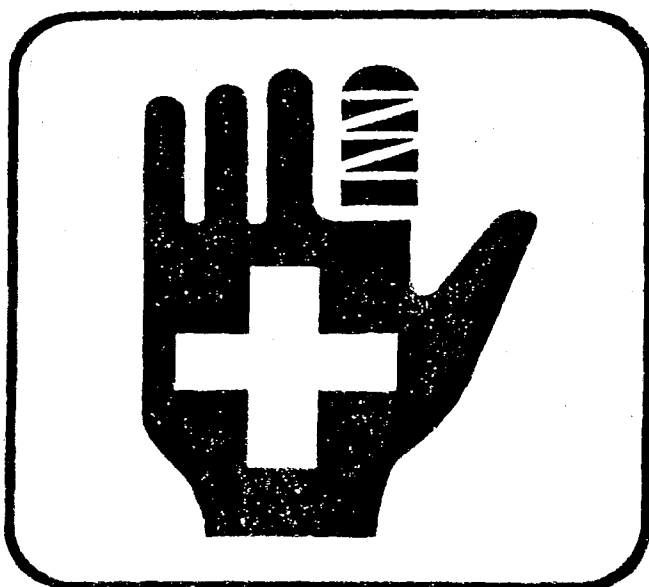
Fishhook Injuries

Prevention

You can reduce your chance of a fishhook injury by doing the following:

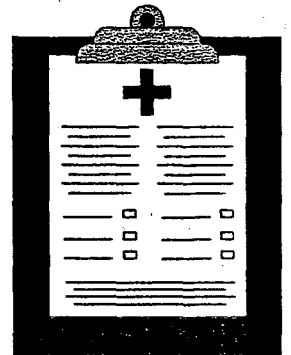
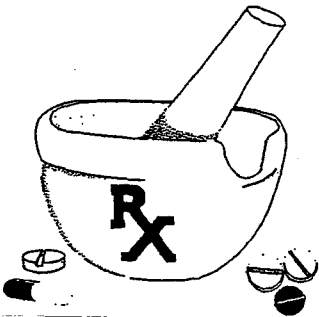
- Fish with single hooks rather than multiple hooks.
- Consider using a barbless hook. It is safer for you and is better for the fish if you plan on releasing it.
- Wear shoes and other protective clothing when fishing and when walking in areas where people fish.
- Look around before back-casting to make sure no one is behind you.
- Carry a commercial fishhook remover, large Kelly clamp, or sharp, side-cutting pliers when you fish.

When you go fishing, be prepared for a fishhook injury. If you are prepared, you may be able to remove a fishhook, which may prevent a serious injury and decrease your risk for infection. See the Home Treatment section for first aid for fishhook injuries.



COMMON ABBREVIATIONS

qd- everyday
bid- twice a day
tid- three times a day
qid- four times a day
prn- as needed
po- by mouth (swallow)
 $\dot{\bar{c}}$ - with
 $\dot{\bar{s}}$ - without
ac- before meals
pc- after meals
mm- millimeters
q2h- every 2 hours
q3h- every 3 hours

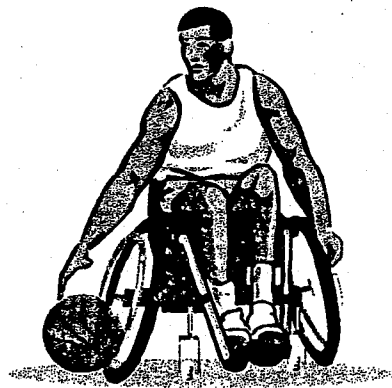


generic name- acetamenophen
trade name- tylenol

Group Leader Med Sheet

[illegible]

It is important to remember that "disabled people" are people first and have a disability second. As humans, they have the same desires of love, acceptance, recognition, and self-worth. Even if they do not speak it with words, they need and deserve the same treatment that we do. It is essential that you strive to understand the campers. Though the campers have disabilities, like many of us, they may be further "disabled" by their environment, lack of parental love, lack of opportunity, lack of social experiences, etc. Like many of us, they may be uncertain of themselves, shy, afraid to try, withdrawn, embarrassed . . . Each of us is different; each camper and staff has abilities and limitations. We need to learn to love and work with the campers as they are and help them to reach their full potential.



ALL I REALLY NEED TO KNOW I LEARNED AT KAMP DOVETAIL

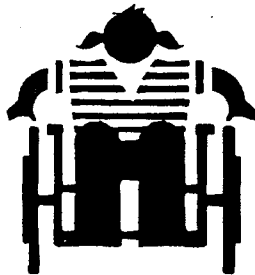
KEEP ALL VALUABLE ITEMS AT HOME OR IN A LOCKED BOX . . .
GETTING RITALIN ON TIME IS A MUST . . . "HAPPY WORDS" . . .
WHEN MET BY A SKUNK , SHINE YOUR FLASHLIGHT ON IT AND
DON'T MOVE . . . NEVER GET IN THE MOONWALK WITH JERROD .
. . . GET INTO THE FETAL POSITION IF LIGHTNING IS ABOUT TO
STRIKE YOU . . . DUCKTAPE SOLVES ANY PROBLEM . . . DON'T
PLAY PRANKS ON PEOPLE IF YOU DON'T WANT REPAID TEN
TIMES WORSE . . . WHEN SOMEONE IS TALKING ON A TWO-WAY
RADIO, WAIT UNTIL THEY'RE DONE BEFORE YOU SPEAK . . .
NEVER LET DALLAS WATCH YOUR CAMPER. . . COWBOY
ACTUALLY HAS A HEART . . . LINDA LOOKS MUCH BETTER WITH
SLEEP . . . THE DIRTIER YOU GET, THE MORE FUN YOU HAVE . . .
SHOWERS ARE UNDERESTIMATED . . . MAKE-UP DOESN'T MAKE
YOU BEAUTIFUL . . . YOU CAN SURVIVE ON LESS THAN 10 HOURS
OF SLEEP FOR THE ENTIRE WEEK . . . ROCKY FORK LAKE WATER
REALLY WON'T TURN YOUR HAIR GREEN . . . THERE ARE
ACTUALLY FISH IN ROCKY FORK LAKE . . . NEVER LEAVE YOUR AX
LAYING AROUND (IN FACT, DON'T LEAVE ANYTHING LAYING
AROUND!) . . . ATTITUDE IS EVERYTHING . . . TO HAVE A
FRIEND, YOU MUST FIRST BE A FRIEND . . . HOW TO MAKE NEW
FRIENDS AND KEEP THE OLD. . . ALL THE WORLD OVER, WE'RE
REALLY NOT THAT MUCH DIFFERENT . . . DON'T PASS
JUDGEMENT ON ANOTHER UNTIL YOU HAVE ROLLED A MILE IN
HIS CHAIR . . . DISCOVER ABILITY IN ALL SEASONS OF LIFE . . .
IT'S OKAY TO CRY . . . IN THE END, ALL YOU HAVE IS WHAT YOU
GIVE AWAY . . .

Heidi Klump 2003

Disability Etiquette Tips

Here are some disability etiquette tips that will help you to be more comfortable with people who have disabilities.

- It's okay to ask people about their disabilities, but introduce yourself first. Find out about the person, then ask about their disability.
- It's okay to offer your help to someone who is disabled, but don't go ahead and do it without asking. Ask first, or wait for someone to ask you for help.
- Remember, just because people use wheelchairs doesn't mean that they are sick or mentally retarded. Many people who use wheelchairs are very healthy, strong, and are of normal/above normal intelligence.
- Don't be self-conscious about words like "see", "hear", "walk", and "run" when you're talking with someone who is disabled.
- When you're talking to people who use wheelchairs, sit down or lean down so you're talking at their eye level.
- When you're talking to someone with a disability, you don't need to talk louder or extra-slow. Unless you know they are hard-of-hearing, talk normal!
- If you're talking to someone who has a speech impairment, you can ask them to repeat something you didn't understand.
- Remember, always treat people with disabilities the way you like to be treated.



Information on disabilities of KAMP Dovetail campers

These will be covered at meetings. However, be sure to read over the information if you are not in attendance of the meeting in which these are covered. These will simply give you an idea about some of the typical disabilities that are at KAMP. However, please remember that every person is a PERSON FIRST. Also, every camper is different and the descriptions below will not give you the exact things to expect from a camper with the described disability.

Cerebral Palsy (CP)

Cerebral means related to the brain and the word "palsy" implies lack of muscle control. Cerebral palsy, then, is a complex disability resulting from damage to the human brain before, during, or after birth. There are many different classifications of cerebral palsy. **MANY INDIVIDUALS WITH CEREBRAL PALSY ARE OF NORMAL AND ABOVE NORMAL INTELLIGENCE** and are capable of leading useful and relatively independent lives. The nature and severity of the disability depends on the location and extent of damage within the brain. Some campers with Cerebral Palsy may be affected with all four limbs, just their legs, or just one side of their body.

Many of our campers with Cerebral Palsy are in wheelchairs or walk with arm crutches. They often have difficulty with gross motor skills, such as walking with a limp or dragging their feet. Many have trouble with fine motor skills, like grasping a fork, writing with a pencil, or holding their brush. Others simply cannot control their muscles or their muscles are very weak. Some campers are not able to speak clearly and may have a hard time communicating with you. Several of these campers use various communication devices, which will be discussed in another section.

Deafness and Hearing Loss

Deafness is defined as "a condition that prevents an individual from receiving sound in all or most of forms." The deaf cannot hear sufficiently for ordinary purposes of life. The hard-of-hearing, with difficulty, can hear. Many children with a hearing loss can read lips and will be able to talk to you. Others will only use sign language, in which, you'll be able to learn

some basic signs in order to communicate a little. Remember, a person with a hearing loss or deafness DOES not affect a person's intellectual capacity or ability to learn. If you're trying to talk to a them, you may need to get their attention by tapping them on their arm. Also, do not over annunciate (draw out your words) when you're talking or they may have a harder time reading your lips! If you would like to carry on a full conversation but only know basic signs, seek out someone in their group who can sign so you get to have that opportunity!

Hydrocephalus

This is a condition caused by extra cerebrospinal fluid (water on the brain) present in the brain during development. Typically, their head is of extra large size. This can cause some brain damage and developmental problems due to the extra pressure on the brain. These campers usually have a shunt, which is a tube in the head that drains the excess fluid into a different part of the body. It is very important that the head does not get bumped hard. You will need to pay close attention to medical information and/or parent about any signs (seizures, etc.) that will show if something is wrong with the shunt in the camper's head.

Down Syndrome is the most common disability associated with mental retardation. It is caused by an extra chromosome. Some common identifying physical characteristics are as followed:

- poor muscle tone
- slanting eyes
- short, broad hands
- broad feet with short toes
- flat bridge of the nose
- short neck
- small head

Besides having a distinct physical appearance, children with Down Syndrome have frequent health-related problems. They often have heart defects, visual impairments, speech difficulty, the tendency to become obese, and low resistance to infection. The level of mental retardation may range

from mild to severe. Just as they are all individuals, they each have their behaviors, mental abilities, and other capabilities. Make sure you check out their medical history to find out what they are and aren't allowed to do.

ADHD (attention deficit hyperactivity disorder)

These children usually have a lot of trouble paying attention. They may have a lot of energy and "always be on the move." Many of these children will be on medicine to help control their hyperactivity. As with any other medicine, it is important that the child gets his/her medicine on time. These children usually have wide intelligence and should be treated that way! Have expectations for them like yourself.

LD (Learning Disabilities)

A learning disability is an educational disability that means a child has trouble learning academic tasks (school stuff). Treat these campers as you would treat yourself. They can possibly take on more responsibility.

DH (developmental handicapped)

This is an Ohio School label and it may or may not affect their behavior at Kamp. A child that is developmentally handicapped takes more time to learn and has more trouble taking care of personal needs than other children the same age. Common characteristics include:

- short attention span
- short memory
- poor self image
- immature social skills

Some guidelines when working with an individual with a developmental handicap:

- Give only one direction at a time
- Give encouragement
- Give them respect as you would any other person!

Autism

This is a form of a group of disorders that have to do with social, behavior, and language problems. This is characterized by difficulty engaging with others and a need for structured routine. The child is self-absorbed and unable to relate to others. The child may play happily alone, but have a "tantrum" if interrupted or forced to interact with others. The cause of the syndrome is unknown. A disability that is similar is called Asperger's Syndrome, with the primary features being behavioral and social difficulties.

Other common characteristics:

- no or delayed speech and language, including repetitive words and phrases and noises; limited understanding of spoken language; monotone speech
- Abnormal ways of relating to others
- Unusually high or unusually low activity levels
- Sensory motor integration difficulties (don't like to touch certain objects, find swinging scary, food textures repulsive, etc.)
- Insistent that the environment and routine is the same
- Repetitive movements, such as rocking and spinning, head banging, object twirling, etc.
- Trouble understanding your words and body language
- Difficulty understanding humor (jokes/sarcasm)
- Camper may become uncomfortable in large crowds, such as lunch line, dance, waiting for horses, showering, swimming

Do:

- Be consistent, using clear directions and expectations.
- Support with a written and visual schedule
- Allow them to look where they want (do not insist they look at you all)
- Allow them to have their favorite object (hand fidget, toy, music box)
- Be willing to ask for help when you notice your camper is becoming more agitated.
- Redirect to preferred quiet activities to reduce anxiety in uncomfortable situations.

Spina Bifida

This is a defect in the development of the spine. All motor and sensory neurons below the area of defect may be completely or partially paralyzed. The range of intellectual functioning is from above average to below average. Many individuals with spina bifida use a wheelchair due to the paralysis of legs. Other may use arm crutches and leg braces to help them walk.

Other possible characteristics:

- club feet
- loss of bowel control
- use of a catheter (a tube to drain the bladder)
- hip problems (which changing of position of body in the wheel chair will help)

Due to the loss of pain in the affected areas, mostly legs and feet, they often do not realize if they have sores, irritated skin, chafing, rashes, or even a broken bone. It is very important to check their skin for any signs of redness or bruising.

Severe Behaviorally Handicapped (SBH)/Severely Emotionally Handicapped (SED)

This is an Ohio school definition that defines a wide variety of psychiatric disorders. These disorders may include:

- Oppositional Defiant Disorder (ODD)
- Obsessive Compulsive Disorder (OCD)
- Schizophrenia
- Psychosis
- Bipolar Disorder (Manic Depressive)
- Attention Deficit Hyperactivity Disorder (ADHD)
- Post-traumatic Disorder
- Conduct Disorder
- Anxiety Disorder
- Depression

These children have extreme difficulties in getting along with others and their behavior is significantly different from what is expected of someone

their same age. You treat them with respect, remembering that they will not always offer you the same respect. These campers tend to use inappropriate language, which some people find offensive. Your job is to ignore the language and focus on the positive. Use of forceful language or contact frequently results in outbursts. Calm, consistent directions and explanations will help you to get them to do what you want!

Multihandicapped (MH)

These campers will include individuals who are so severely handicapped and have two or more disabilities, such as deaf, deaf-blind, developmentally handicapped, hard of hearing, severe behavior handicapped, speech handicapped, visually handicapped, severe communication disorder, moderate or severe developmental handicaps, etc.

Most campers with multiple handicaps may have some of the following characteristics:

- limited speech/communication
- medical needs
- difficulty with physical mobility
- inability or significant difficulty caring for themselves
- poor social skills
- seizures

Many of these campers will need help in several areas, including washing, feeding, dressing, toileting, etc. Ask permission before doing anything like you would for any other person. Wait for responses and don't just assume that it's ok! Explain everything you are going to do to them. Don't talk down to them; many of these people understand everything you say, even if they can't/don't respond. Treat these campers with respect as you would any other person!

Epilepsy

Epilepsy comes from the word seizure. There are several types of seizures, but the most common types we will see at Kamp include:

ABSENCE (PETIT MAL) - last for 30-50 seconds and do not require any care or aid. These do not look like a "seizure" that we think of, but,

instead, the camper might simply be staring off somewhere. If camper doesn't respond, repeat the statement to camper. DON'T YELL at the camper for not responding, it's not their fault. Wait for them to respond. If it goes on for 1 minute, get help!

TONIC CLONIC (GRAND MAL) - the person loses consciousness and their limbs might violently jerk.

The following are some guidelines to follow with GRAND MAL seizures.

During a seizure:

- Get the camper to the ground safely (if they're in a wheelchair, leave them there and get help)
- Turn the camper on to their side (so they don't choke, etc.)
- Loosen any clothing around the neck
- DO NOT RESTRAIN, but you may put your hand under their head so it doesn't bang on the ground and remove any items that moving arms and legs can hit
- DO NOT PUT ANYTHING IN THEIR MOUTH
- Immediately, notify the Group Leader and EMT(they will notify parents/squad if necessary)
- Do not get excited, but talk to the camper calmly.
- Move other campers away to reduce everyone's stress

After a seizure:

- Make the camper feel as comfortable as possible so they're not embarrassed
- Allow the camper time to rest if they are tired and confused
- Explain to the group what has happened so they understand
- If they wet themselves during the seizure, clean them up and let them know it's ok

Many campers with a seizure disorder are on medicines that help control them. As always, make sure their meds are given on time!!!

Behavior Management . . . Some rules and guidelines to follow that will help make your camper's week more fun and yours much easier. Doc (Mary) Kamphaus is the best person to seek out if you have other questions!

** Note: It is not our job to "fix" a camper's behavior while they are at KAMP. Our job is to help them to have the best week possible, but without hurting themselves, another camper, or ourselves. Also, remember that these might not always apply specifically to your camper if they have problems understanding or are nonverbal, etc.*

☺ Use positive rather than negative.

Try not to use negative statements of control. Instead of saying, "Don't throw that," say, "Please hand that to me." Or instead of, "Don't run," say, "Please walk over here." Positive statements tell the camper what to do instead of what not to do! It also helps to quickly explain why they should do that. Try to think of a few yourself. Instead of saying . . .

- "Don't eat so fast," say . . .
- "Don't throw your trash on the ground," say . . .
- "Don't hit," say

☺ Be just.

If you do not witness an incident (and have no other witnesses), handle all campers alike. Don't just believe a camper because they're yours or you like them better.

☺ Reinforce positive behavior.

Think positively about your camper and they are more likely to react positively! If they have been showing inappropriate behavior and then they do it appropriately, give them some type of positive reinforcement (a high-five, congrats, words of appreciation, a hug, an extra 5 minutes of an activity, etc.) to show them that was the right thing to do!

☺ Use "quiet-time" removal procedure.

If a camper starts behaving inappropriately (using "unhappy words like "#@!," hitting others, tearing up equipment, etc.) during an activity, tell them what they need to do to stay there. If they continue to do it, remove them from the activity. This should only last a few minutes while you explain to them why they shouldn't do that and ask them how they are going to return to the activity. This should not be used much with your camper. If you use it more than a few times, ask your Group Leader for some help with the camper.

☺ Discipline should never be "corporal."

We should never smack, spank, slap, scream, or threaten our campers with those types of behaviors.

WHAT TO DO IF ...

1. Your camper is running away . . .

Get assistance from your group leader or another volunteer close by. Make sure your group leader knows. At first, do not yell or chase the camper; this often makes them run even harder and farther. Make sure they are in sight and not in danger. Eventually, MOST campers will stop! Then approach them and make a neutral comment, such as, "I hope our group hasn't left without us. Let's go see!" Of course, if you see them heading for the lake or some dangerous activity, you will want to get them as fast as you can.

2. Two campers are fighting . . .

Immediately yell, "Stop!" If they don't separate yell for someone to help! Keep them separated until you can get Cowboy or another group leader to talk to them.

3. A camper can't get to sleep . . .

Sit with them, try rubbing their back, read or tell them a story, etc. Tell them all about the next day's activities and how they will need to get rest so they can participate in them. Help them think of other things. If they still can't sleep after a very long period of time, get one of your group leaders to assist.

4. One or more campers are talking or being disruptive in the tents at bedtime.

Explain firmly that they have to be quiet. Stay at the edge of the tent for at least 5-10 minutes to make sure they don't start again. If it persists, warn them that there will be a consequence such as losing 10 minutes of swimming or going last in putt-putt. Give them a choice . . to lay in bed and get to do an activity they really enjoy the next day (swimming) or continue to disrupt others and have time out of that activity the next day. Tell them, "This is your decision." If it remains a problem, get help from your group leader or tent monitor who can explain to them that they'll go home (that night) because they are not letting the other campers sleep and they would be too tired the next day to do activities.

5. A camper doesn't want to do an activity . . .

Try to encourage them by telling and showing them how much fun it is. Even if you don't like the activity, make sure you make it sound appealing to them. Otherwise, they will have the same attitude about it that you do. Kamp is built around a "Can Do" attitude. Remind them throughout the day, "You can do it, I know you can!" Sometimes they refuse because they don't think they can do anything. If a camper is scared of an activity, i.e. the horses, at least get them close to the activity so they can see other campers doing it. Don't just sit around and be bored with them but talk, get an activity from your group leaders backpack (bubbles, sidewalk chalk, etc.) or go for a short walk to another site.

6. A camper hits you . . .

DO NOT hit him back. Use your words to calm the camper down, but don't begin yelling at him/her. Try to get your camper to tell you what is wrong. Call for your group leader or another volunteer to help you also.

7. A camper is consistently homesick. . .

First, remember that it is not your fault if your camper is homesick. Many campers have never been away from home like this before. Try to keep him/her occupied and busy with things to do to keep their minds off of it. Keep pointing out how much fun KAMP is and all of the things they'll be doing for the rest of the week. Pair him/her with another camper who is positive and enjoying Kamp, as children often are more comfortable with each other. If a child is that upset for a long time, talk to your Group Leader.

8. A camper refuses to do what they need to do or you ask them to do . .

Remember that you cannot make anybody do what they refuse. One way to get him/her to cooperate is to make the task so irresistible that he/she will want to do it! *Ex. "We've got to get to the amphitheater quick so we can get better seats for the Magic Show!"* You can do this, too, by giving attention to the campers who are behaving appropriately. Also, try to talk up the activity so it sounds like fun and not like work. For example, make the crafts sounds like fun and a reward instead of work they have to do!

9. A camper will not eat . . .

Some campers will be picky eaters or will not want to eat because it is an unnatural environment. Do not make this a huge ordeal at first. Let them know that there won't be anything else to eat until the next meal. The most important thing is that they get their fluids. If it is a food they absolutely detest, there is always extra food in the kitchen.

10. A camper wets the bed or has an accident in their pants . .

First let them know that it's not big deal! Simply take them some place that they can clean up. If it is in their sleeping bag, take their sleeping bag to the washer immediately so it doesn't become a horrible stench! There are extras for them to use. Make sure that the other campers do not begin teasing them.

11. A camper shares suicidal thoughts, hurting others, etc. with you. .

Many campers have some emotional problems and come from some troubled homes, etc. Do not ignore their remarks or overreach, but be sure to talk to your Group Leader about it. They will decide what's best to do.

The Manual Alphabet



A



B



C



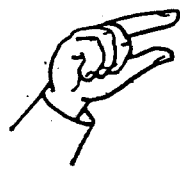
D



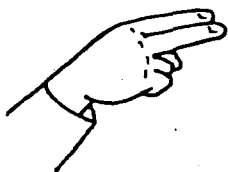
E



F



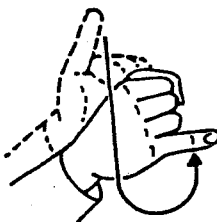
G



H



I



J



K



L



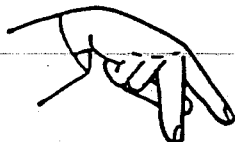
M



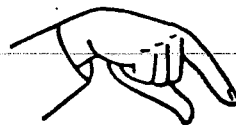
N



O



P



Q



R



S



T



U



V



W



X



Y



Z



boy

Snap flat O at forehead twice, indicating brim of cap.



girl

A shape RH. Place thumb on right cheek and move down jaw line.



mother

Five shape RH palm left. Place thumb on chin and flutter fingers.



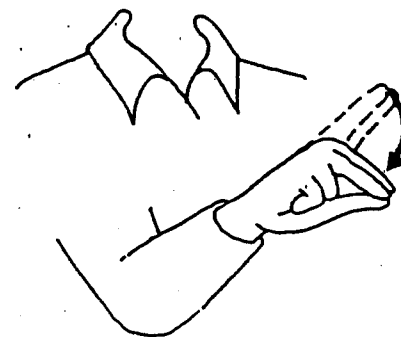
father

Five shape RH palm left. Place thumb on forehead and wiggle fingers.



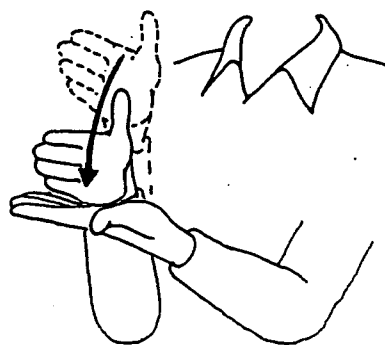
yes

S shape RH. Shake up and at wrist.



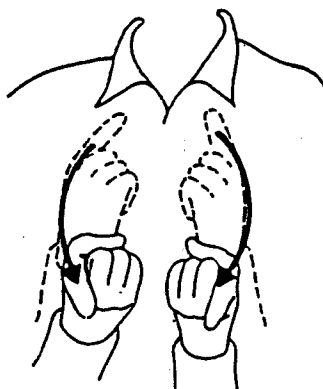
no

Snap middle finger, index, and thumb together quickly.



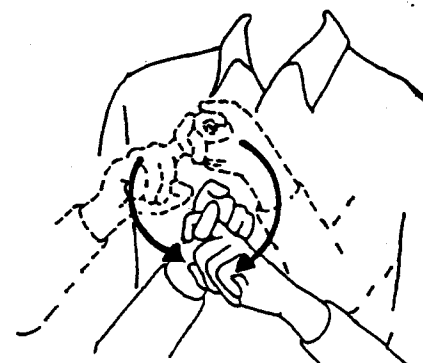
stop

LH open B palm up, tips out. Strike little finger side of right open B down on left palm.



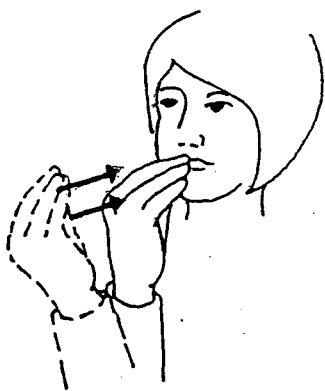
go

One shape both hands, palms and index tips in. Flip index tips out, ending with palms up.



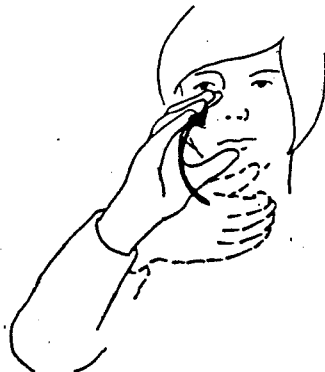
friend

Hook right X over left X which is turned up, then reverse.



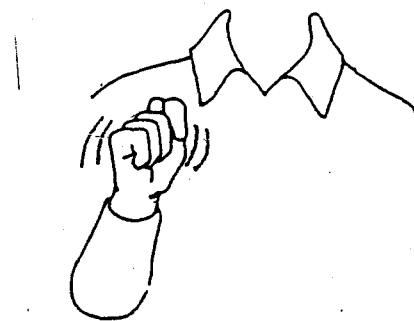
eat

Place tips of right flat O on lips. Repeat several times.



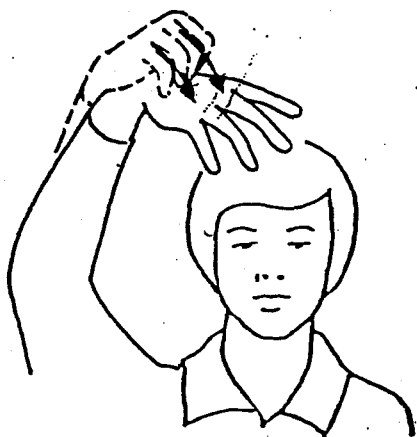
drink

Mime holding and drinking glass of water with C shape RH.



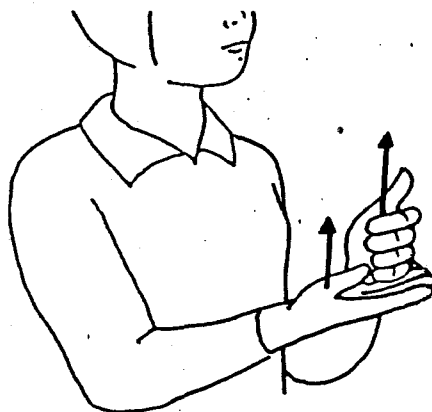
toilet

Shake right T from left to right several times.



shower

S shape RH palm down. Hold above head and open into 5 shape. Repeat motion.



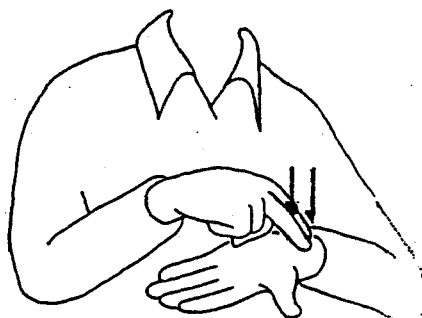
help

Place little finger side of left A, thumb up, in right palm. Raise right palm up.



sick

Five shape RH palm in. Tap forehead with middle finger.



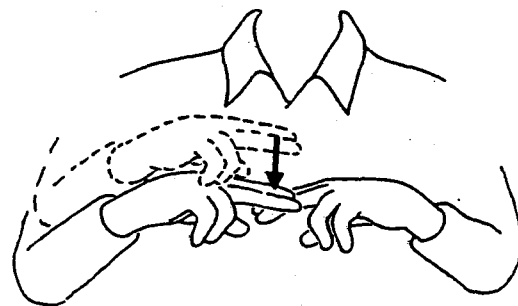
nurse

LH open B palm up. Tap left wrist twice with tips of right N.



sleep

Draw open fingers of RH down over face, ending in flat O.



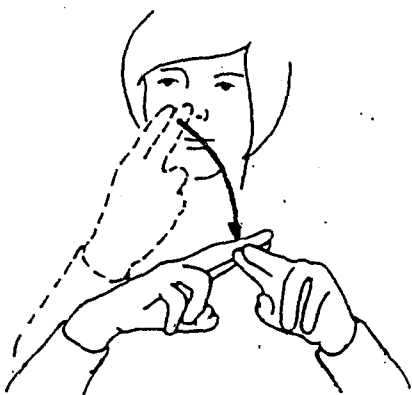
sit

H shape both hands, palms down, left tips slanted right, right tips slanted left. Rest right H on left.



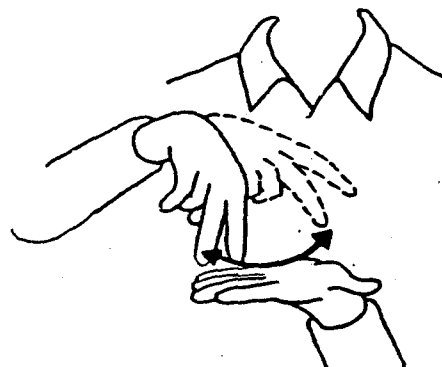
carnival

C shape RH palm left. Outline a "backward" S while changing to L shape.



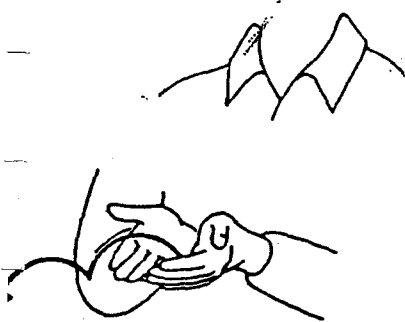
fun

H shape both hands, left palm down. Place right H on nose then on back of left H.



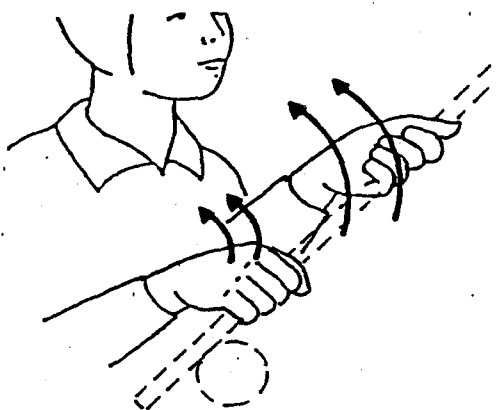
dance

LH open B palm up, tips out. Sweep right V over left palm several times.



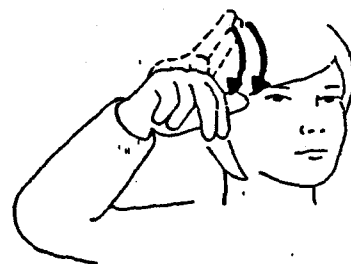
boat

Place little finger sides of open hands together, tips out, to form shape of boat. Move forward twice.



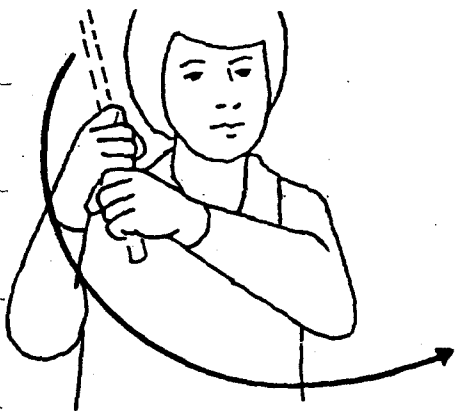
fishing or fish (verb)

Mime holding fishing pole and jerk up twice as if hooking fish.



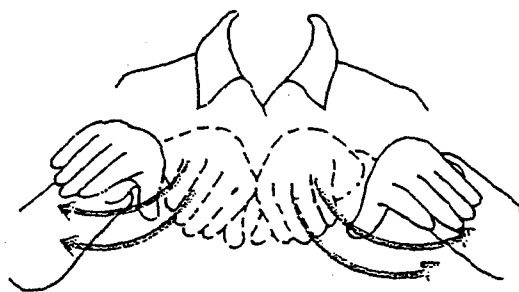
horse

H shape RH thumb extended. Place thumb on right temple. Flap H fingers downward twice.



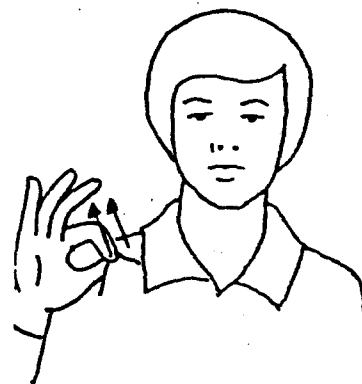
golf

Mime swinging golf club at ball.



swim

Hands together palms down. Move forward and out (miming breast-stroke).



volunteer

Flap cloth on right upper chest with thumb and index finger of RH, other fingers extended.



Notes... Reminders... Important Dates...