

PREVENTING ABUSE AND NEGLECT POLICY





Dear Camp Staff Member or Volunteer,

Welcome to Trail Ridge Camp!

At Trail Ridge Camp, we take our responsibility to care for campers very seriously. These guidelines are intended to facilitate a remarkable camp experience for all those who spend time here.

The pages of this handbook provide a general overview of procedures and guidelines for Trail Ridge Camp staff members and volunteers, and are designed to prevent sexual abuse, physical abuse, and neglect of campers. Our policies are intended to create a safe environment for campers, and protect campers, you, and the mission of Trail Ridge Camp. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Trail Ridge Camp Administration

Trail Ridge Camp Policies: Preventing Abuse and Neglect

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PREVENTING ABUSE AND NEGLECT

Overview of the Trail Ridge Camp Safety System

Because we care for and desire to protect campers, Trail Ridge Camp requires all staff members to complete the four Safety Steps before placement.

1. SEXUAL ABUSE AWARENESS TRAINING

Trail Ridge Camp policies and procedures require that staff members and volunteers avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Trail Ridge Camp Administration. Staff members should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a camper for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s care-giver or ‘gatekeeper’), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

To equip Trail Ridge Camp staff members with information necessary to recognize abuser characteristics and grooming behavior, Trail Ridge Camp requires all staff members to complete MinistrySafe sexual abuse awareness training in person at Trail Ridge. This training will be renewed annually.

2. SCREENING PROCESS

Staff members and summer camp volunteers are required to complete the Trail Ridge Camp Screening Process, which requires a staff member or volunteer to:

- a. Complete an Employment Application or Volunteer Application.
- b. Complete a face-to-face or telephone interview (Staff members).
- c. Provide references to be checked.

3. REVIEW POLICIES & PROCEDURES

Staff members are required to review this policy and sign the last page, indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

4. CRIMINAL BACKGROUND CHECK

Trail Ridge Camp requires that all staff members and volunteers* undergo a criminal background check. Depending upon position, differing levels or intensity of criminal background check may be required.

*Volunteers who are working at events that serve minor children.

Camper Safety Policy

1. ABUSE TOLERANCE

Trail Ridge Camp has zero tolerance for abuse. It is the responsibility of every Trail Ridge Camp staff member and volunteer to always act in the best interest of campers.

In the event any staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is the personal responsibility of each staff member or volunteer to immediately report their observations to the Camp Director or a member of the Safety Administration.

2. REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Trail Ridge Camp is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Trail Ridge Camp Safety Administration and the Police Department, Child Protective Services, or other appropriate agency.

Trail Ridge Camp intends to create and foster a culture of communication by reporting safety concerns or policy violations. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report possible 'grooming' behaviors, any policy violations, or any suspicious behaviors to the Camp Director or a member of the Safety Administration.

3. ENFORCEMENT OF POLICIES

Staff members and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of all Trail Ridge Camp policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment for both volunteers and staff members.

Reporting Abuse or Suspicions of Abuse

1. REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for campers, Trail Ridge Camp staff members and volunteers must be aware of each individual's responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to the Safety Administration (See next page).

2. CONSEQUENCES OF PROHIBITED OR HARMFUL ACT

Any person accused of committing a prohibited act, or any act considered to be harmful to a child, will be immediately suspended from participation at Trail Ridge Camp. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person or employee found to have committed a prohibited act will be removed from all current and future participation as a staff member or volunteer in all activities and programming at Trail Ridge Camp.

Engaging in any form of inappropriate physical touch, particularly if it carries even the slightest form of sexual connotation, will result in immediate dismissal from the camp with no chance of rehire or future volunteering

Failure to report a prohibited act to a member of the Safety Administration is a violation of this policy and grounds for termination of a staff member or dismissal of a volunteer.

3. REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Trail Ridge Camp is a required reporter of abuse or suspicion of abuse. Trail Ridge Camp Administration will comply and cooperate with all local and state authorities regarding the reporting of suspected or confirmed abuse.

Trail Ridge Camp Safety Administration

Recognizing the importance of providing and maintaining a safe environment for children, Trail Ridge Camp will appoint and maintain a Safety Administration team.

1. MISSION STATEMENT

The purpose of the Safety Administration is to enable Trail Ridge Camp to carry out appropriate camp activities while safeguarding campers against emotional, physical, or sexual abuse.

2. COMPOSITION

The Safety Administration will be comprised of the following members:

- a. Aaron Schneider, Camp Director
- b. Josh Aldrich, Maintenance Supervisor
- c. Bethany Schneider, Program Director

3. MEETINGS

The Safety Administration will meet minimally on a monthly basis during the summer camp season to discuss risk management practices and updates. The Safety Administration may also meet, when necessary, to address a circumstance or respond to the report of any incident or allegation. In the spring and fall before and after each summer camp season, the Trail Ridge Camp Safety Administration will meet to discuss what, if any, changes are necessary to Trail Ridge Camp's policies or programming to ensure camper safety.

4. RESPONSIBILITIES

The Safety Administration will be charged with the following duties:

- a. Applying existing Trail Ridge Camp policies and procedures related to camper safety and risk management issues.
- b. Monitoring all Trail Ridge Camp programs for ongoing compliance with safety policies.
- c. Making recommendations regarding safety issues to the Trail Ridge Camp Administration.

Staff Member and Volunteer Monitoring Plan

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits to provide supervisors the opportunity to observe staff member and volunteer interactions with campers.

1. The Trail Ridge Camp Director conducts written performance evaluations biannually for all resident staff. These evaluations will be kept in the staff member's personnel file.
2. The Trail Ridge Camp Director, along with any pertinent resident staff, conducts written performance evaluations at the end of each summer for each seasonal staff member and seasonal volunteer.
3. Each department head conducts periodic verbal performance evaluations with the Camp Director for each volunteer in his/her department. This evaluation will include matters covered in this policy manual and adherence to risk management procedures.

Camp Culture – Staff Members & Volunteers

1. PHYSICAL APPEARANCE

Your physical appearance makes a statement to campers, parents, and other staff members and volunteers. While serving at Trail Ridge Camp, we ask that you limit your freedom concerning hairstyle, clothing, tattoos, and other outward physical accessories and fashions. If you have questions about your personal choices in these matters, and whether an article of clothing or style is appropriate, please consult the Trail Ridge Camp Dress Code or the Camp Director. Trail Ridge reserves the right to discern what styles and personal choices will be deemed as appropriate for camp.

2. MODESTY

Your choice of clothing makes a statement. While serving at Trail Ridge Camp, we ask that our female staff members and volunteers help us create an atmosphere of modesty by wearing one-piece bathing suits (or a two-piece suit combo that provides similar or better coverage) and covering swimwear with t-shirts and shorts when outside the pool facility. We ask our male staff members and volunteers to show similar respect to women by wearing t-shirts when outside the pool facility, and to avoid Speedo-style swimsuits.

3. TATTOOS AND PIERCINGS

All tattoos that can be reasonably covered, must remain covered around campers at all times. Any tattoo showing nudity, immodesty, profanity, or vulgarity of any kind must always be covered.

All male staff members must remove pierced jewelry, and female staff members should practice conservative styles for ear piercings. No visible body piercings, gauges, or bars are considered conservative styles.

Discussion of your covered body piercings or tattoos with campers is not allowed. Campers should not be encouraged by volunteers or staff to get a tattoo or piercing of any kind.

4. DATING

Public displays of affection between dating couples are not permitted under any circumstances. We expect professional behavior at all times. Staff are strongly discouraged from starting a dating relationship during the summer season. If a staff member chooses to pursue a dating relationship during the summer season, it must be reported to the Camp Director immediately. Staff are expected to prioritize their responsibilities and ensure that their duties are not neglected or compromised due to the pursuit or maintenance of a relationship.

5. MODELING BEHAVIOR

What we do in moderation, campers will do in excess. Campers will look to you to set the boundaries they will test. This is a dilemma with which every staff member or volunteer will wrestle. The way you dress, what you say, how you respond to the smallest circumstance—campers are watching. If you communicate that it is okay to move an inch, they will go a mile. Please read and understand the guidelines below regarding appropriate “touch and talk” and follow them closely.

- a. No verbal abuse
- b. Never touch a child in a violent or aggressive manner
- c. Absolutely no profanity
- d. No displays of public nudity at any time
- e. No mooning, de-pantsing, wedgies, or swirlies
- f. No pranks or practical jokes
- g. No descriptive stories that glorify drinking, illicit drug use, or sexual behavior
- h. No displays of excessive emotion
- i. No sleeping or napping with campers
- j. Never compare a camper’s body with another person or object
- k. No racial put-downs or racial jokes
- l. No ear or body piercing or tattooing of any camper
- m. No tickling campers
- n. No wrestling

6. APPROPRIATE PHYSICAL TOUCH

a. All staff members and volunteers should exercise good judgment when expressing oneself through physical touch. Appropriate physical touch may include the following:

- 1) An arm around the shoulder (side hug)
- 2) Short congratulatory, or greeting/parting hugs initiated by a camper of the same gender
- 3) A brief, assuring pat on the head or shoulder
- 4) High fives and fist bumps should be the go-to method of physical connection

b. The following are never appropriate forms of physical touch:

- 1) Touching an area that a modest swimsuit would cover.
- 2) Touching campers in anger or disgust.
- 3) Touching campers in any sexually connotative manner.
- 4) Sitting on laps between staff members/volunteers and campers.
- 5) Giving piggyback/shoulder rides between staff members/volunteers and campers.
- 6) Laying in a camper's bed.
- 7) Touching a camper's private parts (Exception: Camp Nurse as you follow the "Trail Ridge Nurse Protocol").
- 8) Tickle a camper.
- 9) Expressing or requiring physical affection or touching in any form from a camper who shows or expresses discomfort with physical touch.

7. EXCEPTIONS

If questions arise regarding the rules above, consult the Camp Director. Any exceptions to the rules above must come from the Camp Director.

Camp Culture – Campers

1. BULLYING

Verbal, physical, or emotional bullying will not be tolerated.

The majority of camper-on-camper verbal, physical, and emotional harassment occurs when camp staff are not intentionally present. In order to avoid this, we ask that Cabin Leaders maintain a presence with campers at all times, unless another staff member or volunteer has been assigned a time to supervise.

It should be made clear that verbal, physical, or emotional harassment of any kind will not be tolerated. At the first sign of verbal or other attacks, act decisively. There is no “harmless putdown” when dealing with kids.

- a. The first instance comes with a warning to the camper and a general reminder to the group that this kind of interaction is inappropriate.
- b. The second instance is a multi-step process
 - 1) Remove the offending camper(s) from the group and discuss the inappropriateness of bullying behavior along with the next level in the escalation chain. Clear parameters and behavioral goals will be set for them to achieve. However, let them know that the next step is a visit to the Camp Director. Notify the Camp Director of this interaction.
 - 2) Make sure that any camper who is the target of bullying attacks is handling the situation well. Have a private dialogue with him or her to assess the situation. Do not single campers out in front of the group! Be discreet and protect their dignity.
- c. The third instance results in a trip to the Camp Director. If the camper shows signs of remorse, a final opportunity will be given to comply with the anti-bullying policy. If the camper shows signs of unwillingness to comply with the anti-bullying policy, parents will be called. This will likely result in a camper being sent home.

2. RESPECTING CAMPER PRIVACY

Make sure campers understand the importance of respecting each other’s privacy. A camper’s bed is his/her home and the camper’s suitcase is off-limits to anyone but the camper unless the Camp Administration has a reasonable suspicion of contraband. In such cases, at least two members of the Camp Administration or its appointees will do a thorough search of their belongings. In addition, shower time is a very private time. Whenever in a bathroom or shower stall, campers should be able to expect complete privacy. Only one individual is allowed in a shower/changing stall at a time.

3. DISCIPLINE

It is the policy of Trail Ridge Camp that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of campers. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by campers.

If a camper is unruly or fails to comply with verbal warnings or instructions from a staff member/volunteer, the Trail Ridge Camp Administration will contact the camper's parent. If the behavior persists, the camper's parent will be contacted to pick up the camper.

In the event of a fight or physical altercation, a staff member or volunteer will first, attempt to verbally redirect campers involved, trying to avoid physical intervention. If physical interaction is needed, follow the Appropriate Physical Touch and Physical Contact Policies. Uncontrollable or unusual behavior should be reported immediately to the Camp Director.

4. VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and campers should be positive and uplifting. Trail Ridge Camp employees and volunteers should strive to keep verbal interactions encouraging and constructive.

To this end, staff members and volunteers should not talk to campers in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing or using profanity in the presence of campers.

5. ACCESS TO THE CAMP DIRECTOR

If any camper has any like, dislike, suggestion, complaint, discomfort, or desire to communicate directly to the Camp Director, he or she is encouraged to do so.

Supervision of Campers

1. STAFF MEMBER/VOLUNTEER TO CAMPER RATIO

Trail Ridge Camp is committed to providing adequate employee and volunteer supervision in all camp activities and programs. Accordingly, the following ratio will be observed:

The youth camper to staff ratio will not exceed 10:1.

If a staff member feels they are not able to adequately supervise their group, it is his or her responsibility to immediately notify the next level in the escalation chain who will make diligent efforts to reassign responsibilities or allocate additional staff as necessary to ensure proper supervision is taking place.

2. MONITORING HIGH-RISK AREAS

The purpose of this section is to become aware of high-risk areas at camp, and learn methods to effectively lower that risk. Any areas on camp property where campers are not directly supervised is a high-risk area. In these areas, campers can more easily bully and abuse (verbally, physically, and sexually) each other. It is the responsibility of all staff members and volunteers to be aware of the potential for bullying and abuse, and to monitor camp locations where campers can be alone.

Monitoring of high-risk areas will be built-in to the programming and planning for all camp events.

High-Risk Areas include:

- a. All bathrooms on camp property
- b. Night activities
- c. Water activities
- d. Changing areas

3. UNOBSERVED ONE-ON-ONE INTERACTION WITH CAMPERS

No camper will ever be left unattended or unsupervised. Staff members and volunteers are prohibited from being alone with an individual camper in any room, building, or secluded (not easily observable) outdoor area. In the event a staff member or volunteer finds himself/herself alone with a single camper, that staff member or volunteer will take the camper to a room or building occupied by others, or to a location easily observed by others.

(Example: If a camper desires conversation or counsel with a staff member or volunteer after regular programming has concluded, the staff member or volunteer will relocate the discussion to a place where other staff members are present, or which is easily observed.)

Any group of campers together in an unseen or less easily viewed area should be redirected to another more open area.

4. APPROPRIATE ONE-TO-ONE INTERACTIONS WITH CAMPERS

Trail Ridge Camp recognizes that meeting the emotional needs of campers may occasionally require staff members and volunteers to meet with them on an individual basis. Staff members and volunteers should observe the following guidelines when interacting with campers:

Staff members should conduct one-to-one meetings with an individual camper at a time when others are present and where interactions can be easily observed.

Rules for Camper Safety

1. PHYSICAL CONTACT

Trail Ridge Camp is committed to protecting campers in its care. To this end, a Physical Contact Policy has been implemented to promote a positive, nurturing camp environment. The following guidelines are to be carefully followed by anyone working or volunteering at Trail Ridge Camp:

- a. Hugging, pats on the back, and other forms of appropriate physical affection between staff members or volunteers and campers are important for camper's development, and are generally suitable in the camp setting.
- b. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching, or displays of affection should be immediately reported to the Camp Director.
- c. Physical contact should be for the benefit of the camper, and never based upon the emotional needs of a staff member or volunteer.
- d. Physical contact and affection should be given only in observable places, or when in the presence of other campers or staff members/volunteers. It is much less likely that touch will be inappropriate, or interpreted as such, when physical contact is open to observation.
- e. Staff members and volunteers are responsible for protecting campers under their supervision from inappropriate or unwanted touch by other adults and campers.
- f. Any inappropriate behavior or suspected abuse by any staff member, volunteer, or camper must be reported immediately to a member of the Safety Administration.

2. TRANSPORTATION

Staff members and volunteers may, from time to time, be in a position to provide transportation for campers. The following guidelines should be strictly observed when workers are involved in the transportation of campers:

- a. Unauthorized stops in a non-public place should be avoided.
- b. The presence of at least three individuals is strongly encouraged. Exceptions to this policy should occur only in life-threatening emergencies.
- c. Staff members and volunteers should avoid physical contact with campers while in vehicles. Exception: The Camp Nurse, Lifeguard, and CPR Team when performing lifesaving measures, or restricting movement for safety or comfort of the camper or others in the vehicle.

3. SLEEPING ARRANGEMENTS

Staff members and volunteers will strictly observe the following rules:

- a. At least one staff member or volunteer is required to be in the cabin with campers at all times.
- b. Appropriate sleeping attire must be worn to bed. See the Trail Ridge Dress Code.
- c. Campers will not share a bed, bunk, or sleeping bag with another camper or staff member/volunteer for relaxation or sleeping time.

4. SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with campers including, but not limited to, any inappropriate or explicit information about their own personal relationships, dating, or sexual activities. If it is necessary to address issues related to purity, dating, sex, and human sexuality, staff must refer to their Staff Manual.

5. SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing any sexually oriented materials or images (magazines, cards, digital or physical photos, videos, etc.) at Trail Ridge Camp.

6. NUDITY

While in the presence of anyone, staff members and volunteers should always be covered with nothing less than the minimum requirement of a bathing suit as given in the Dress Code.

7. TOBACCO

Trail Ridge Camp requires staff members and volunteers to abstain from the use or possession of tobacco products.

8. INTOXICANTS

Staff members and volunteers are prohibited from being under the influence of alcohol or illicit drug use.

9. CAMP CURFEW

For security and rest purposes, a curfew or lights out time is stated on the schedule. Staff and volunteers are not to leave their lodging before 5:00 AM except in case of an emergency or prior approval by the Camp Director. All staff members and volunteers are expected to cooperate in the security process. At lights out time, camp is shut down, and the only authorized persons outside their lodging will be those with approval from the Camp Director. Repeated disregard of curfew will be considered a safety risk.

10. VISITORS AT CAMP

Staff are strongly discouraged from inviting personal guests to come visit during camp.

- a. If you would like to have a guest visit for a time, you must seek approval from the Camp Director. Please give ample time for plans to be made. Visitors are not allowed during the “week of camp.”
- b. Personal guests are not to interfere with staff responsibilities. Please use discretion in this matter. Interactions with guests should not be during working hours.
- c. Camp rules apply to all guests. It is each staff member’s responsibility to communicate and enforce the guidelines listed below and all camp rules, standards, and policies.
 1. Gender restricted cabins, dorms, and bathrooms
 2. Appropriate physical contact and conduct policies
 3. Trail Ridge Camp Dress Code
 4. Your visitors need to pay to eat and stay at camp: Breakfast: \$6 // Lunch: \$7 // Supper: \$8 // Overnight Lodging (if available): \$85/room
- d. Your guests won’t be able to “recreate” at camp. Guests may come and visit with you but aren’t allowed to use the camp facilities for recreation.

Camper Contact Policy for Current and Former Staff

1. COMMUNICATIONS WITH CAMPERS OUTSIDE OF CAMP

The Trail Ridge Camp safety standards established to protect campers and ensure healthy relationships during camp should be respected outside of camp as well. In addition to camp safety standards, the following policies should be respected in all interactions with campers occurring outside of camp.

- a. Parents of all campers must approve any and all interactions with campers, including but not limited to: email, social network interactions, phone calls, and personal visits. No interaction should ever take place without the knowledge and approval of the camper's parents or guardian.
- b. If a camper requests to be a “friend” or “follow” on social networking sites, permission from parents should be granted before accepting these offers.
- c. Current or former staff members should never be alone with a camper in an unobserved context or location.
- d. Current or former staff members should limit connections by gender.
- e. Beginning a dating relationship of any kind between staff members/volunteers and a camper is strictly prohibited.
- f. If a family invites an unrelated current or former staff member to visit, these visits should never involve spending the night at the camper’s home.
- g. Current or former staff members should never have unrelated campers spend the night at their homes for any reason.
- h. Just like at camp, if a camper shares information that puts them or anyone else in immediate danger, the parents of that child should be notified by the Camp Director.

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of Trail Ridge Camp’s policies and procedures manual for preventing abuse and neglect and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Trail Ridge Camp.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks’ notice to my supervisor).

I further acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between Trail Ridge Camp and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours that I have worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Trail Ridge Camp policies and procedures manual for preventing abuse and neglect.

Staff Member or Volunteer’s name (please print)

Staff Member or Volunteer’s signature

Date: _____

[This page to remain attached to the Trail Ridge Camp Policies]



Policies and Procedures
Statement of Acknowledgment and Agreement

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Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____



[This page to be signed, detached and delivered to Trail Ridge Camp.]