SKY LODGE'S SUMMER STAFF

HANDBOOK

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This handbook applies generally to every position available within Sky Lodge's summer staff. Any portions of the handbook that vary between the positions will be split into specified sections.

Arrival at Sky Lodge

HIGH SCHOOL CREW ARRIVAL

Typically, Zone Crew are to arrive between 2 and 4 in the afternoon on the first day of their contract. (Occasionally this time is adjusted a little depending on the camper schedule.)

Should you choose to arrive earlier than the time listed on your contract, all of the policies and service responsibilities will apply to you as soon as you move into the staff cabin.

It is important that we can count on our staff to keep the time commitments they make when they sign their contracts. If you have an unavoidable conflict with the time, please contact Sky Lodge ASAP so that we can possibly connect you with others from your area coming so you can carpool, as well as make adjustments to cover until you get here. Of course we would only as a last resort.

Where should I go?
When arriving, follow the Zone Check-In signs to the Staff Lounge located in Maple where you will find the Staff Dean.

You will be welcomed, taken through the check in process, shown where to move in, and informed of what is coming next on your Zone schedule.

FOREMEN AND SPECIALTY STAFF ARRIVAL

All Foremen and Specialty Staff must arrive at Sky Lodge by the time specified in your contract (generally early June or late May). The first week is full of leadership training, both in the service areas and in proper discipleship. You may arrive early (by an hour or days) in order to have more time to relax and unpack. Let us know if you intend to come sooner.

Where should I go?
If arriving on the date specified on your contract, report directly to Maple, our staff cabin. Find the Staff Dean who will greet you, go over the check in list, show you the staff dorm for moving in, and inform you of what is coming next on the schedule.

If arriving earlier, report to the Lodge and ask for the Staff Dean.

Taking Care of Business

Upon arrival the following things must be turned into the Staff Dean:

- Completed W-4 form
- Completed nonresident employee's withholding reciprocity declaration (if it applies to you)
- Completed health form
- Completed departure day information form. Prior to arrival at camp, you must know who will be taking you home with the exact day and time. These arrangements will not be changed without the knowledge and approval of your parents and the Staff Dean(s).
- You may turn in any extra money/valuables you brought if you'd rather not keep them in the dorm. Staff Dean(s) will place it in a secure location. You may ask the Dean(s) for it when needed. This is our only way to guarantee the security of your money.
- All prescription drugs. Staff Dean(s) will dispense them at the proper times.
- All non-prescription drugs. Nobody is allowed to bring or dispense non-prescription drugs (aspirin, Tylenol, cough syrup, cold caplets, etc.). All medication will be provided by the Staff Dean(s). If you feel the need to bring some medicine "just in case" it must be turned into the Staff Deans who can access it for you to use it as needed.
- Any car keys. (This applies to Crew only.)
- Any contraband items such as knives, guns, weapons of any kind, fireworks, other explosives, headphones, movies, electronic tablets, computers, illegal drugs, or alcohol. *Exceptions! 18+ may carry a knife for work purposes. Foremen may bring laptops.*

Departure from Camp

HIGH SCHOOL CREW DEPARTURE

Typically, Zone Crew are able to depart at 5PM on the last day of their contract. That time will vary occasionally. This depends on camper scheduling and how long it takes the cleaning crews to finish the cabins. No staff member may leave until Camp Clean Up is complete. You will need to check out with the Staff Dean.

Special Permissions

The Staff Dean must have written permission from your parents/guardians in order for you to be able to leave with anyone other than your parents/guardians.

Permission must be obtained from the Staff Dean in order for a Crewmember to stay beyond the your contract or to leave before the end date from your contract. This permission should be obtained prior to your official check in at camp.

FOREMEN AND SPECIALTY STAFF DEPARTURE

Foremen and Specialty Staff are expected to stay until that date and time specified on your contract unless you have special circumstances that have been approved in advance by the Zone Staff Director. A monetary bonus is given to any Foremen who are able to stay to the end. No one should leave until they have checked out with Staff Dean.

Additional Time Off
Being a Foreman or Specialty Staff in Zone at Sky Lodge Christian Camp is a summer long commitment. It is extremely important that we can count on you to keep the time commitment you made when you signed your contract. Any requests for additional time off must be made far in advance. Factors that will be considered are the necessity of the request, how much strain it will cause other staff members covering your responsibilities, and the camper demand on your service area during the requested time off period.

Should you choose to stay longer than the time specified on your contract, all the policies and service responsibilities continue to apply to you until you move out of the dorm.

Spiritual Life

Brief descriptions of what our spiritual community looks like within Zone Staff.

Discipleship

All the leaders at Sky Lodge are committed to nurturing their relationships with Jesus. Our desire is for their lives to be a living breathing example of what it looks like to be a young Christian.

Growth in your understanding of Christ is the top priority of Zone Staff.

The Staff Dean

The role of the Staff Dean is to do everything in his/her power to maintain an environment that nurtures the Crew and Foremen relationships with Jesus. They strive to keep harmony in Zone and to make sure everybody feels cared about and looked out for. They are here to serve you and enable your ministry. Need some help or have a suggestion? Talk to the Dean!

Foremen

The Foremen are meant to be like an older brother or sister. They are a few steps ahead of you in life, so they have wisdom and insight regarding many of the problems and situations you might be currently dealing with. They are here because they understand the value of investing in you. They're also here to create spontaneous fun opportunities, so if you're bored and want to fight it, find a Foreman and then find an adventure.

Residents Assistant

The RA's job is to make sure all the rules and polices are being enforced. They also organize events, answer questions about camp life, and help crewmembers with personal problems. Seek them out as friends you can confide in and ask some life questions. The best part of the job is learning how to take control of a situation calmly and confidently. That means making decisions quickly and standing by them.

Bible Study

Each week we take time to open the word of God together and study it. It can be incredibly eye opening to hear how the same passage of scripture speaks differently to each person. We welcome the thoughts and opinions of all Crew and Foremen so they may grow together with Christ.

Evening Devotions

Three nights per week there will be evening devotions lead by the Foremen in the each of the staff cabins wings shortly after curfew. This provides Foremen with an opportunity to share something God has been working on in their hearts and go over the solitude questions that we provide, to help with the understanding of what God is trying to relay to us.

Solitude

Thirty minutes are set aside Monday through Friday for time on your own with God. It's spent outdoors in personal prayer, meditating on Scripture, and listening to God. During this time, you shouldn't be in the shower, the dorm, the Staff Lounge, or any other building (with the exception of rain). This time is meant for you to remove yourself from all distractions and focus on what God is doing in your life while you're here.

Church

Every Sunday, Zone Staff either attends a local church or takes part in a live stream of a solid bible believing church

Service Area Policies

Before Jesus left this earth He challenged His disciples to a life of service to others just as He had done. (See John 16:1-17.) As current disciples of Jesus, at Sky Lodge we follow Him by serving the campers in several service areas. Taking care of the guests in the following ways is a key part of how the Crew discover practical hands on ways to follow Christ. Commitment to maintaining, verbalizing, and modeling this perspective is crucial.

Dress Code

Dressing for camp life is casual, comfortable, and ready for anything. T-shirts, hoodies, shorts, jeans, sneakers and sandals are typical. Because we are working as employees and representing Sky Lodge, we have these following rules and guidelines of what we should and should not wear.

1. Be sure to take into consideration the message/slogans/logos/political clothing etc. Nothing rude and no innuendos.
2. Shirts! No crop tops. No low-cut necklines. No spaghetti straps. No tops that reveal bra/bralette. Cutoff t-shirts are allowed but should not have armholes larger than the shirt's original seam. We shouldn't see anybody's belly.
3. Shorts! Shorts should be a modest length. No short shorts. Usually if they're longer than your fingertips when you put your arms at your sides you're all good.
4. Your boxers/undies shouldn't be visible. Keep your pants up.
5. Yoga pants/Leggings should be worn with thoughtful consideration. No thin fabrics. No sheer patches. No cutouts.
6. Important: Unless you are in the shower, the swimming pool, the Staff Lounge, or the staff dorm, you must have your shoes on.
7. Sunday morning attire for church attendance should be nicer than everyday wear. Ties and dresses are not required; nor are they discouraged.
8. Be sure to pack for cooler weather. Evenings can get rather cool, so be sure to pack some sweaters/sweatshirts/jackets options.
9. Camp does not stop when it rains, so neither do our service crews. Be sure to pack some raingear just in case: a rain jacket, poncho, and perhaps rain boots.
10. Bathing suits! Girls should bring one pieces. No cutouts in the bust/stomach/hips and should not be low cut. Guys should bring boxer trunk style. Nothing skimpy.
11. Be sure to bring along some work clothes for paint projects or wood splitting or other potentially clothes damaging work.

If you wear something that is not in accordance with any of these standards, the RA, Foreman and the Staff Dean have the authority to ask you to change. If you're ever uncertain about an outfit, it's always great to double check with a Foreman prior to leaving the staff dorm.

If you have any questions or need clarifications regarding the Dress Code, please contact our Zone Staff Director.

Staff Shirts

Staff shirts are worn on the first day that the campers arrive. If there happen to be two "arrival days" during a week, the shirts be washed and worn again. The shirts serve as a simple uniform that helps campers identify us, a reminder of our summer theme, and a demonstration of our staff unity. There is a one time $10 fee for each Crewmember to purchase a shirt.

Attitude

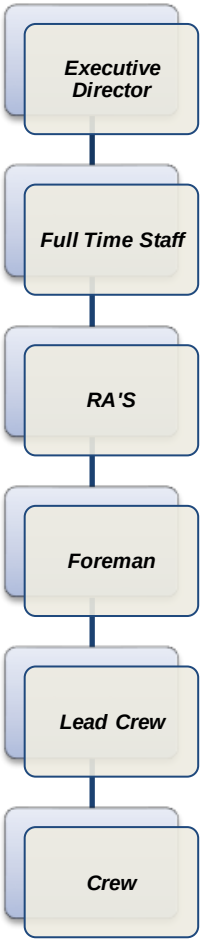
Service areas are more than places to work hard and goof off for a few hours to earn a paycheck. **Each area is a place to see, understand, and imitate Jesus.** The extent to which that occurs will depend on your commitment to modeling this perspective as well as the attitude you take with you every day.

Consider these words from *Philippians 2:3-7.*

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus: "Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in

Expressing Concerns

In every service area there is a chain of command that maintains order, quality, and safety. During the service area work periods, it is essential to adhere to that. This flow chart serves as your guide for giving suggestions, reporting potential safety hazards, and solving interpersonal problems that occur in the service area.



It is very important to make sure that concerns are voiced through the proper channels. Do not enable bad habits by talking to other Crew and Foremen about your frustrations. Set a good example to those around you by always talking to the person who actually has the authority to handle the situation.

Use and Care of Camp Vehicles

These guidelines should be followed when using a camp vehicle:

1. Sign the key out and in. If the vehicle is in the main parking lot by the Lodge, the key sign out is located upstairs in the Lodge. If the vehicle is parked by the Maintenance Shop, the key sign out is located in the Maintenance Shop. Vehicles should be returned to the parking lot where they were found.
2. People riding in the truck bed should be sitting inside the bed, not the edges.
3. The camp speed limit of 10 mph should be strictly followed.
4. When finished with the vehicle, make sure all of the windows are rolled up and all the trash is cleaned out.

Foreman Privilege! Foremen may use camp vehicles as needed within their service areas. This includes running work related errands in Montello. You do not need permission from a full time staff member every time. You must; however, have a valid drivers license and follow all the guidelines for using a camp vehicle.

If you're on Crew, you may only drive camp vehicles on the following four conditions:

1. You are 18 and have a valid driver's license.
2. You have permission from a full time staff member each time you use the vehicle.
3. You are only driving on camp property.
4. You follow all the guidelines for using camp vehicles.

Use and Care of Camp Equipment

When you need to use tools, equipment, etc. for a job you are doing in your service area, make sure to sign out the equipment. Then, return it as soon as you are done using it. Take care to sign it in and return it to where you found it.

When you notice something is broken or not functioning properly, fill out a maintenance request slip and put it on the Maintenance Director's hook (located in the upstairs hallway of the Lodge). Maintenance request slips can be found at the Front Desk and in the Staff Lounge.

If you break something, please do the responsible thing and report it immediately. Being honest up front will go a long way toward inspiring your supervisor to respond mercifully.

Sick Policy

If you are sick and unable to serve in your service area, it is Zone policy that you must remain in your dorm until the next morning. A Foreman or Staff Dean will make sure that you have some food at each mealtime. Even if you've begun to feel better in the evening, it is best that you continue to rest and recuperate. We want to be sure we prevent the spread of sickness to our guests and our other staff.

Food Service Policies

Staff Mealtimes

We meet in the Lodge as a staff and go through the serving line together after announcements and prayer. **Be on time for every meal! You must attend every meal!** Don't make us all wait.

If a meal is missed due to forgetfulness, you will have to wait until the next meal to eat. If a meal is missed due to work obligations, someone in your department should tell the cooks so that food can be saved for you.

Dress Code for Kitchen Crew & Servers

1. Hair must be contained. Pull it back or put it up. Hats and bandanas.
2. No dangling jewelry or rings when serving food.
3. No sleeveless shirts.
4. Must wear shoes that cover your toes. No sandals.
5. We are required by the CDC to wear masks while serving food to the guests.

Dining Room Manners

Good manners in the dining room are essential. This, of course, rules out food fights, excessive burping, handling other people's food, leaving a mess at the table, making too much ruckus, etc. Meals are a time for the guest group leaders to give announcements to their campers. You should be quiet during this time so that the campers can give their full attention to their leaders. We should be a considerate and polite staff.

Do not socialize with the kitchen staff during meals. This is a very busy time for them.

Special Considerations

Special dietary needs should be discussed with the Staff Dean prior to your arrival at camp.

If you ever intend bring extra people to a meal, let the Food Service Director know as far in advance as possible as it will affect the meal count.

Social Life

Zone Staff strives to help its participants develop close relationships with one another. While at camp, both Foremen and Crew will make buddies and enjoy their company. This is a wonderful thing that occurs when a group of people eats, sleeps, goofs off, and serves together. As you enjoy one another's company, it's important to keep the following things in mind.

Camp is for the Camper

This is one of the key pillars of the Zone Staff program. As a staff it is our responsibility to remove any distractions that may hinder the camper's focus and growth while at Sky Lodge. Therefore, our relationships with the campers should be professional and limited to our service area. Flirting with and hanging out with campers is not allowed. The camper cabin areas are off limits, and the staff spaces are strictly for staff.

Use of Program Areas

You are allowed to enjoy any and all of the program areas at Sky Lodge. In fact, we encourage that you do! As you enjoy camp, keep these things in mind:

- Do not disrupt the campers or interfere with their activities.
- Follow camp's rules when using each area.
- Put all equipment away properly.
- Swimming without a lifeguard is allowed only if at least one other staff member is with you.
- Ask permission from a Staff Dean and sign out at the Lodge desk when canoeing, bike riding, walking, or "hiking". A Dean can always be reached by radio.
- Permission for a staff horse ride after supper must be obtained through a Staff Dean and Becky VanDamme.

Pranks

Pranks can be fun. Short sheeting a bed or soaking a friend with a bucket of water is harmless. However, when considering a prank use the brain God gave ya!

- Don't do it if it will cause bodily harm.
- Don't do it if it will cause damage to another person's possessions.
- Don't do it in the presence of campers or if it will spread into the vicinity of campers.
- Water, shaving cream, etc. may not be used within 10 feet of any building.
- Don't do it if you know the other person has a hard time taking a joke.
- Don't do it if it will create a fire or health hazard (like blocking a door).
- Don't do it if you are not willing to accept retaliation gracefully.
- **When in doubt, don't do it!**

Handling Conflict

Step #1 Take care of it!

If someone has wronged you, it's your responsibility to go to that person and attempt to fix it. Don't wait for them to come to you.

Step #2 Keep it private!

We often think we NEED to "blow off steam" with somebody before we can deal with the person who wronged us. It can be difficult to keep a conflict just between you and the other person. However, the BEST WAY to handle it is to give the offensive person a chance to make things right before you mention it to anybody else.

Jesus tells us how to handle the disagreements and hurts that come up between people:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax

Step #3 Bring in a trustworthy third party.

If things get heated when talking in private, it's hard for both people to be objective about what they're hearing. By bringing another trustworthy person into the conversation, there is better accountability for what is really being said and how it's being said.

Step #4 Release it.

If your brother or sister is willing to listen and admits their fault, then we are commanded to let it go and forgive them. But if the person is unwilling to see the fault in their ways, then it is time to release not only the conflict, but also the relationship with that person.

Zero Tolerance Issues

Below are definitions we use within the Zone Staff for behaviors that will damage our staff community. Although you may find the following issues in Christian circles across America, each one is a *sin* that breaks up harmony. **These will not be tolerated**.

#1 Gossip Sharing information with people who have no legitimate need to know.

#2 Slander Telling something true or false with the intention of hurting someone.

#3 Critical Spirit Finding fault with things without talking to the right person with a possible solution; Someone who spreads the bad attitude to others.

#4 Complaining Expressing a negative attitude toward a task or situation (This is a magnifying glass that makes one unpleasant task look and feel like "hell on earth.")

Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life. Philippians 2:14-16a

#5 Laziness The unwillingness to put forth an honest effort to work and serve in a service area is unacceptable. If we notice that you have a poor attitude or are unwilling to work, you will be asked to leave the Zone for the week.

Relating to the Opposite Sex

Coed relationships are a good, healthy, and natural part of life. They will teach you much about yourself and how to relate to people who are different than you. Physical touch and affection is not necessary in the early stages of the learning process. Get to know the person from the inside out rather than getting caught up on the outward from the start.

No PDA Policy

Public/Private Displays of Affection (PDA), as in anything beyond a quick and appropriate "hello" hug, are not permitted in any coed relationships. This applies from just friends to any level of romantic interest. Physical contact of the romantic nature is plain and simple not allowed in the Sky Lodge summer staff community. As a former Assistant Staff Dean said, "This is not a place for kissy-kiss relationships. It's a place for developing Godly relationships."

*The no PDA policy has been amended for officially engaged couples. Appropriate holding of hands is fine. Arms around the waist/shoulders is acceptable. This assumes the engaged couple has Christ at the center of the relationship. Therefore, this PDA will be according to God's Word and an enhancement to His ministry. This is subject to change if we as a leadership feel the couple do not handle this freedom responsibly.

Going on Dates

For those under 18, dates off camp are not permitted. **Permission for a "walk date"** around the grounds (by the lake, through the woods, etc.) may be given by a Staff Dean. It's a restrictive rule intended for the good and the safety of all of us. It might feel uncomfortable asking permission to go for a walk, but we are called to be above reproach.

Foreman Privilege! You may go on dates off grounds but must get permission with the Staff Dean. Make sure your dates are ones that you can feel comfortable talking about with the Crew you are role models for. These are great opportunities for you to show what attraction looks like in a Christlike context.

Music

We have a Christian music only policy. Within the community of The Zone, we define Christian music as any music we can find on Billboard's Christian/Gospel list.
You may bring music playing devices, but you may not bring headphones.

All music is played publicly.

Music is only allowed in service areas if it does not interfere with the campers. The volume should be kept at a level so that normal conversations can be had.

Piercings, Tattoos, etc.

You may be asked to cover or remove some of your body art for job safety or consideration of campers. No new ear piercings, body piercings, tattoos, ear gauges, coloring of hair etc. Maybe not be done while you are under a Zone contract. Not even on a day off or in between weeks.

Staff Housing

Housing for Zone members is dorm style. Within the male and female dorms there is one private space, which belongs to one or more Foremen, depending on how many Foremen of each gender there are. Group living arrangements require a basic structure and standard for living so that relationships can be built rather than destroyed. The following information describes the structure and standards we have set in place and offers suggestions to make your stay as comfortable as possible.

RA (Resident Assistant)

Each dorm has an RA who are there to assist the Crew with any questions they may have, take care of any grievances that may arise, facilitate the housing area guidelines, and foster a Christ-centered living atmosphere. If there are problems within the cabin (relational or procedural), they are the ones with the authority to bring resolution.

Housing Agreement

Ladies and gentlemen are housed in separate housing units. No one should enter the living quarters of the opposite sex or hang around near their doors or windows. There are plenty of other spaces for socializing. In other words, stay away!
Exceptions to this policy are Staff Deans who will enter housing areas as part of their responsibilities such as nightly rounds, cabin inspection, etc.

Packing and Storage Tips

Each dorm has bunks, storage shelves, and a rack for hanging clothes. We realize that when camp is becoming “home” for a summer there is the temptation to bring all of the amenities of home with you. However, we ask that you be considerate of the many roommates you will be sharing the limited space with.

Necessary Items:

Bedding A sleeping bag or sheets and two blankets as well as a pillow and pillowcase.

Bathroom Items Towels, washcloths, and toiletry articles. Place the toiletry items in a portable container because they are ***not*** to be left on the counter or in the shower.

Clothing The dress code can be found in the Service Area Section of the handbook.

Miscellaneous

- Bible
- Notebook
- Pen/Pencil
- Devotional materials
- Alarm clock
- Laundry soap

Contraband

Items not to bring to camp:

- Personal laptop (Foremen are allowed)
- Electronic Tablets
- Headphones
- TVs
- Movies
- Non-Christian music
- Alcohol
- Cigarettes
- Illegal drugs
- Non-prescription drugs
- Firearms or other weapons
- Fireworks
- Video or Computer Games
- Pocket Knives (18+ are allowed)
- Vapes or any nicotine substance

Cabin Cleanliness

As the living quarters must be shared with many people, they must be kept orderly and clean. Housing areas will be inspected twice a week. Cleaning expectations and guidelines will be posted in each cabin.

INSPECTION PROCEDURES

Pass & Fail

Pass will be awarded if your cleaning jobs have met the minimum requirements.

Fail means that jobs have not been done sufficiently and will result in a negative consequence such as:

+Cleaning the dorm again, this time with the Staff Dean present as an inspector

+Clean the Lounge for the Dean

+Whatever the Dean deems necessary

+Cancellation of Guys/Girls Night

Honor Cabin

All summer long, Maple A and B battle to achieve Honor Cabin Champs. You score when cleaning expectations have been met with no cut corners. Honor Cabin flag can only be won on Tuesday's inspection and by only one wing. If you earn the Honor Cabin flag, you don't have to clean your bathroom the following Friday because your Dean does it for you. You still clean the rest of your cabin though. If neither wing earns it, then the flag doesn't go up and no score is awarded. Whichever side of Maple has the most wins at the end of the summer is the official Honor Cabin Champion!

Staff Lounge

The Staff Lounge is the living room/recreation space that all of Zone Staff shares. Use of the Lounge is a privilege that is limited to those who are on staff during that week. That means that future or former staff members, campers, visitors, etc. are not allowed in the Lounge. Someone can only be in the Lounge during the time of his/her contract. The only exceptions to this rule are family on arrival/departure days and anybody who has gained special permission from one of the Staff Dean.

The following guidelines should be followed in the Lounge:

1. If you take it out, put it away.
2. The final resting place for your trash is the garbage can.
3. The final resting place for your things at the end of the day is in your dorm.
4. Dishes belong back in the Canteen before you leave the Lounge for the day.

If you break something, please do the responsible thing, and report it immediately. Being honest up front will go a long way toward inspiring your supervisor to respond mercifully.

Foremen Office

The Foremen Office is located just off of the Staff Lounge. This is a private place for Foremen to get any work done that they may have. Crew are only allowed in the Foreman office with the permission of a Foreman or Dean.

Canteen

The Canteen is located in the Staff Lounge. It contains two refrigerators, a sink, a microwave, a pizza oven, and storage shelves. This is where you should store any food you've bought. It is also where you can find milk and cereal which are provided for your snacking convenience. Occasionally the kitchen with send over tasty leftovers as well.

The following guidelines should be followed in the canteen:

1. Clearly mark all personal food and beverages that you don't want others to consume. **Anything unmarked is considered fair game!**
2. Throw all trash and recyclables in the appropriate garbage cans.
3. Place all used dishes, glasses, and pans in the gray tub to soak.
4. Cover all food and close all open containers.
5. Don't put a whole box of pop in the fridge. A few cans/bottles at a time, please.

Laundry

1. There is a sign-up sheet in the laundry room. Make sure you do your laundry within the time slot that you sign up for. Never use a slot with someone else's name in it unless you have found them and made sure they are not planning on using it.
2. Laundry must be done in your free time. If you do it during a mid-day break, make sure it will be finished (washed and dried) before you must return to your service area. Do not leave your laundry in the laundry room for someone else to deal with later. A Dean may confiscate laundry left in the laundry room at night. If this happens, its owner may retrieve it for a **$1 fee.**
3. There is a charge of $0.25 to wash and dry one load of laundry. Each Zone member is responsible to remember how many loads they washed in order to pay the proper amount at the end of the week during paychecks.

It's only 25¢ for a load of laundry?!

Whoa.

That is crazy.

Foreman Privilege! At weekly Foremen Meetings, y'all get the opportunity to sign up for a laundry time before the sheet is posted for the everyone else to sign up.

Free Time

Leaving the Campground

The camp boundaries are to be strictly observed.

Visits to the neighbors to “spread joy” in the night are prohibited.

No high school student is allowed to leave the grounds with any adult other than their parents. The only exceptions to this rule would be:

- If parents have expressed specific permission to a Staff Dean
- If it’s a Sky Lodge organized trip with the Sky Lodge leadership staff

Zone members authorized to leave the grounds must sign out before they go and then sign back in when returning at the Lodge’s front desk. We need to know where you are.

Foremen Privilege: Small groups of Foremen over 18 may make occasional runs into town, but please let a Staff Dean/Director know you are leaving and sign out/in.

After the Sun has Set

The following places are appropriate places for you to be in the evening: your dorm, Staff Lounge, Hitching Post, Chapel/Recreation Building, swimming pool, the Lodge, Maple campfire pit, and the area around Maple.

Exception A group may go out stargazing into the field with special permission from the Staff Dean as long as it’s a group of at least three with a RA or Foreman present.

Personal Vehicle Usage

Foremen are the only staff allowed to keep their keys. Cars are to be parked in the parking areas assigned to you when you arrive. Personal cars are not to be used for camp business or driven “off road” around the camp property. No Zone members may lend their car to any other Zone member, unless permission is granted by a full time staff member. Around camp the speed limit is 5-10 mph and must be strictly observed.

Staff Outings

On the day(s) off between Zone weeks, a staff outing is provided! This is a camp sponsored trip which usually takes place off the grounds. The destination varies from week to week, but it is always a good time of adventure and fellowship. It’s a nice break from working hard at Sky Lodge.

Any Zone Staff that chooses not to go on a staff outing must remain on the campgrounds and will be responsible for finding their own meals while everyone is gone.

If vehicle space is limited, preference for staff outings will be given to those Zone members who worked the week prior to the specific trip. Others who arrive early will be welcome to go as long too as there is room.

Hitching Post

You may purchase items on credit using the Hitching Post's staff tabs sheet, but your bill must be paid at the end of the week when you receive your check.

Mail

Incoming mail will be placed in your mailbox, which you will find in the Staff Lounge. Outgoing mail can be left with the Office Foreman at the Lodge desk. Stamps/envelopes are for sale at the Lodge front desk.

Movie Policy

The viewing of movies on video or at a movie in a theater is prohibited during your time on a Zone contract. The following factors contributed to the development of this policy:

- It is extremely difficult for one person to determine the "appropriateness" of a movie for a diverse group of people.
- Everything is permissible, but not everything is beneficial. [1 Corinthians 10:23]
- Too much time taken up with watching movies can rob from meaningful conversations with other people and with God.
- The foundational goal of our program is to facilitate the development of meaningful relationships in Zone member's lives - with God and with fellow Christians.

Therefore, we do consider them to be contrary to Zone goals. We don't consider movies evil by any means (believe it or not, we watch them too!) we just don't want to squander the short time we have together watching them.

Cell Phones

Smart phones, iPods, and similar devices are capable of doing a lot of things that can be both beneficial and distracting. When you come to camp, please communicate to your friends and family that you will not be as readily accessible as you are at home. Cell phones are allowed under the following guidelines and <u>can be confiscated</u> if not followed or if we feel phone use is having a negative impact on Zone community.

- They are not allowed in the service areas. **Not even as a watch or for music**.
- They must be turned off while participating in an organized Zone activity, unless given instructions otherwise, such as using one as a camera.
- Phones will Be given out from 7PM-9PM.
- Phones/iPods/Internet Capable devices will be collected each night by the RA along with all other digital electronic devices of the Crew and returned to them after evening solitude the following day.
- There will be no use of Tic Tok on any platform, if a supervisor seeing you on such app your phone will be taken away that night.

Other internet capable devices

Tablets and computers are not allowed for the Crew, and we encourage Foremen and Graduates to leave them at home as well. If Foremen and Graduates do need to bring them, it should be for a purpose (example: school/work). We ask that they use them in the office only.

Payday

The final day of each of our work weeks (typically a Saturday) is payday. Once the guest group departs, our staff divides into several cleaning crews and cleans Sky Lodge from top to bottom. We all keep going until all is tidy and ready for our next campers. Once cleaning is complete, every Zone member should report to the Staff Lounge where we gather for:

- Important Weekend Announcements
- Staff Outing Info
- Check Distribution

To ensure a quick and smooth payment process, no one should leave the Staff Lounge until they have received their check and paid their bills.

Check Distribution Process

1. Pay laundry bill, 25 cents per load
2. Pay Hitching Post bill (The Hitching Post Foreman keeps a running tab for each Zone member and gives the totals to the Staff Dean to collect.)
3. Pay $10.00 staff shirt bill, First pay day only
4. Sign up for staff outing, Optional (There is occasionally a small cost.)
5. If you are going home that day, you'll receive all medication, car keys, or anything else that was turned into the Staff Dean upon arrival.

Sharing the Gospel

Your ministry to the campers will consist primarily of serving their physical needs. However, there may be a time when the Lord opens the door for you to lead a camper to Christ. In fact, if you look for the opportunities, you may find them more frequently than you expect.

Therefore!

1. Be prepared. Just because you are a Christian does not mean that you know how to clearly and concisely share the Gospel of Jesus Christ. Before you come to camp, prepare yourself by becoming familiar with a Gospel presentation with which you feel comfortable, including a verse for each point. If you're unsure where to start, we encourage that you go to a trusted Christian in your life at home and ask for their take on it. (A sample has been provided below for your convenience.)

2. Keep it simple. 1 Corinthians 15:3-4 gives a concise description of the Gospel: "For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures." Don't confuse "Christian living principles" with the message of God's grace and mercy displayed though God's Son, Jesus Christ.

Example Gospel Presentation:
1. Show the **NEED** for salvation: That no one is "good enough" to go to Heaven.

Romans 3:23 "For all have sinned and fall short of the glory of God."

Revelation 21:27 "Nothing impure will ever enter it, nor will anyone who does what is shameful or deceitful, but only those whose names are written in the Lamb's book of life."

John 8:21-24 "Once more Jesus said to them, 'I am going away, and you will look for me, and you will die in your sin. Where I go, you cannot come.' This made the Jews ask, 'Will he kill himself? Is that why he says, Where I go, you cannot come?' But he continued, 'You are from below; I am from above. You are of this world; I am not of this world. I told you that you would die

2. Show the **WAY** of salvation: It is by a free gift because the Lord Jesus took our place on the cross and then rose from the dead.

3. Leading to **RECEIVE** the gift of salvation: Jesus Christ as Savior!

John 1:12 *"Yet to all who received him, to those who believed in his name, he gave the right to become children of God."*

Encourage them to pray in their own words. In some cases, you may feel led to assist the person in prayer: "Dear Lord Jesus, I know that I have sinned. I've done bad things. I believe that you died for my sins. I receive You now as my Savior from sin. Amen."

4. Show that they now **HAVE** salvation.

John 3:36 "Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him."
Acts 13:38 "Therefore, my brothers, I want you to know that through Jesus the forgiveness of sins is proclaimed to you".

5. Lead him to **CONFESS** Christ, which means to tell others about it.

This confession can be made to you and anybody else around. They can tell their friends or other staff nearby. If circumstances permit, announce it to a gathering and celebrate.

Zone Member Covenant

Sky Lodge Christian Camp

The following is a copy of the covenant to which you already agreed when you signed your application. Take care to read it again so that you will know what is expected of you regarding conduct and attitude while you are participating in ***The Zone.***

I understand that my participation in ***The Zone*** is a direct service to the Lord within a community that requires sacrificing personal desires in the interest of others. In light of that, I have carefully examined my personal motives, sought God's guidance in the matter and answered all the questions on the application with complete honesty. I promise that, with God's help, I will do my best to set a Christian example at all times.

Furthermore, upon acceptance of my ***Zone*** Assignment, I will actively strive to:

- Remain until the ending date of my contract.
- Participate only in those activities consistent with a good Christian testimony while both on and off the camp property (which includes, but is not limited to, refraining from all forms of alcohol, tobacco, and drugs).
- Perform my duties to the best of my ability.
- Treat all camp property and other's personal property with care and respect.
- Submit to the authority of my superiors.
- Enthusiastically support my fellow workers.

I further understand and agree that breaking the above agreement merits my dismissal from the privilege of serving the Lord at Sky Lodge Christian Camp.

T H A N K Y O U !

We would like say thanks for your willingness to give up some privileges you may be used to. We believe deeply that these sacrifices result in a much better summertime experience. If you have questions or comments regarding our handbook, feel free to share them our Zone Staff Director.