

Big Lake Youth Camp Culture Document

What is Culture?

Essentially our culture is the personality of our camp. It is comprised of our values, attitudes, and behaviors. It defines what we care about collectively and individually. In our decidedly Christian camp, our culture flows from how we love and serve God.

All organizations have a culture. Few camps take the time to define their culture. At Big Lake Youth Camp we care enough about our culture to intentionally define it and to continually work to refine it. We are deliberately “taking aim” at what we hope to achieve.

Our Culture

Our culture is the glue that helps to bind our organization together. If we abandon our culture our efforts will falter and we will become ordinary.

A camp’s mission and core values remain words on a page until people make these ideals come to life. As we enthusiastically pursue the vision and embody the core values our culture comes to life in each of us and in our camp family.

Each and every member of our camp team should think of their position at BLYC not “just as a job”, but also as an exciting, rewarding, and enjoyable part of their lives. They should recognize the potential they have for positively and profoundly impacting the lives of each and every camper. They should share their passion for the success of our camp, for our daily activities, and for our relationships with God, freely with each other.

Each staff member’s unique gifts are the keys to bringing out the best in our campers. We recognize your strengths and the vital role you play in helping us realize our goals.

Our Corporate Culture Commitment

Create Fun: We work at Big Lake because we enjoy our jobs and care about kids. We hope to encourage the concept that life is fun. Further, that work can be as much fun ... as fun. Staff should bring a spirit of enjoyment and creativity into their daily activities. With the addition of a little creativity and positive attitude, even the mundane can be fun. Laughter is an effective stress reliever and a smile communicates good will.

Follow Jesus: All we do and say should reflect our commitment to serve and follow Jesus. Through making space in our days to reflect and allow the Spirit to lead us we operate at our best. Choices we make reflect this commitment. Having a relationship with Jesus is more than a statement of belief, it is a deep abiding presence readily seen in a life. We invite Jesus, through the Spirit, to live in our hearts ... and that changes everything. Good character, strong ethics and high standards are some of the results of a relationship with Jesus and form the foundation for a quality work environment.

Deliver “Wow” Through Service: When people visit Big Lake Youth Camp, they should say “Wow!” Smiling faces, helpful interactions, intentional programming, happy campers, nicely kept grounds, all work in concert to provide the “wow.” Each of us contributes significantly to making this possible. Your job is important. You may provide the “wow” in somebody’s day!

Be Adventurous, Creative, and Open-Minded: We bring fresh perspectives to each new challenge. We do not allow ourselves to become constrained by irrational fears or memories of past failure. Instead, we encourage an environment that supports, fosters and rewards responsible creativity. We try new things, we try new ways to “spice up” old tasks, and we support the exploration of expanding our understandings.

Develop Open, Honest Relationships: We will strive to be open and honest in our communication with all. Honesty and openness characterizes followers of God and is the basis for solid relationships. Dishonesty is destructive. We strive to be honest with ourselves, admitting our shortcomings and being tolerant of others. Healthy diverse relationships bring joy and meaning to life. We choose to be intentional about making them a priority. Keeping secrets and creating hidden agendas causes miscommunications, confusion, and hurt feelings. Please be open with your concerns and speak personally to the person/persons involved, in Christian kindness.

Do More With Less: Happiness and fulfillment is not dependent on circumstances or things. It is a choice. We will choose to be content with the resources that are available and we will be creative in maximizing what can be accomplished with them.

Be Humble: Each member of our team is vital. None is better than another. Success is sweet, however, over-confidence and routine can kill us. Continued success requires humility and attention. Each day brings a new challenge and requires new energy. Our task is to constantly invite the Spirit to work through us and to help us “see” new areas of need where we can contribute.

Build a Positive Environment Together: A positive environment at Big Lake will only develop as we work together to create it. Attitude, connection, honesty, joy, commitment, and discernment all contribute to that environment. We make Big Lake what it is – together.

Provide a “Safe Place”: Safety can never be guaranteed. But we can do a great deal to minimize the risks involved with doing the things we do at Big Lake. Always do what needs to be done to minimize physical risks, emotional risks, and spiritual risks that you will face this summer. It is not someone else’s job – it is “our” job. Boundaries must be set early and clearly. Each camper is a precious gift to us – and to those who love them. We always make their safety a priority.

Use Good Judgment at All Times: We seek the best and brightest staff from around the world. As a result we expect that you will exercise good judgment in all areas of life. This includes time at camp, time away from camp, time with your friends and time with campers. We also encourage responsible creativity which may occasionally result in failure. Always use good judgment and exercise grace, mercy, and forgiveness when things don’t go as expected. Occasional failure is a small price to pay for greatness. Trust is built through the exercise of good judgment and the ability to take context and circumstances into account.

Build People: Our mission focuses on teaching skills for the future. That is why we do what we do. Be an encourager, willingly pointing out how today's experiences will build us for the future. As we interact our first assumption should always be that another person's heart is pure and that their actions are properly motivated. Accountability results when we unite and pull in the same direction - seeking to serve one another in love. Not through forcing behavior.

Our Personal Culture Commitment

The individual commitment to choices that will define and reinforce our culture.

Model Jesus: *Be imitators of God therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God. Eph 5:1.2 .* Qualities such as forgiveness, humility, grace and mercy should be evident.

Individual Time With God: It is expected that all staff will have the courage and discipline to develop skills of listening for God's voice in their lives and allowing the Spirit to live within them. This involves time reading the Bible, meditation/reflection, and journaling. The camp schedule is tight and time is short – but this time must not be neglected.

Integrate faith in your instruction and interactions. Our love for God should be seen in all that we do. Each day brings us the opportunity to demonstrate how today's activities shape us for the future.

Establish measurable goals and objectives each week. The rewards of accomplishment are best seen as progress is made. Camp goals, department goals, and individual goals will help us to see that what we are doing is working. Challenge yourself to grow. Don't be content to stay the same.

Be a role model: A great staff member is a lot like a great camper. Live within the boundaries that are set, be positive, do your best, try new things, be on time, be accountable, practice good work habits, cooperate.

Prayer: Prayer illustrates our dependence on the power and sovereignty of God. It aligns our hearts and therefore our actions with His purposes. As we pray together our hearts are also softened and drawn together. Therefore prayer is foundational to our success and should be a primary element of our planning and process.

Humility: A humble person does not think they are better or more important than anyone else. It is the recognition that all we have and all we are comes from God. It frees us to consider others needs before our own.

Connect with others: One of the most significant benefits of a week at camp is to be away from the busy-ness of city life and the constant connectedness to media. Being at Big Lake allows us to un-plug, to appreciate natural beauty, to focus on people face to face. Seize this opportunity and get to know campers and staff. They may become friends for life.

Help Out: Your ability to contribute at camp does not end with your job description. Great staff members will learn to spot people who need help or areas where extra assistance can be given. Pay attention!

Take care of yourself: The summer is a marathon not a sprint. Getting enough sleep, adequate exercise, healthy eating, personal time for meditation and prayer need to be priorities and will help your summer to be a success. It will require you to discipline yourself to accomplish them however.

Respect: Respect people, respect property and respect the environment. Please do all you can to preserve the precious resources that God has blessed us with at Big Lake.

Fruit of the Spirit: We believe that the fruit of the spirit as described in Galatians 5 – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control – characterize all who walk with the Spirit. These are evidences of a transformed life. Although we are not perfect, we expect that everyone will make every effort to allow the Spirit to produce this fruit in their lives.

Conclusion

Our culture is what sets us apart from other camps. It is up to each of us to pursue the vision and prevent Big Lake from becoming ordinary. Every person who is appointed a staff member on the Big Lake team must believe and trust in the value of the words in this document. Your commitment to our culture is our insurance for success.

Big Lake Youth Camp Policies

General Policies

Section A: Use Good Judgment

Note: We trust your good judgment to behave and act in accordance with our Mission and Core Values. Through the years general interpretations and understandings of what this means have developed (our culture). It is necessary for you to be aware of this culture so that our team has a level of consistency. Details regarding what is or isn't "good judgment" may not always be agreed upon and our "family" needs to remain united. These two things can happen simultaneously. Chances are that if you need to ask for permission (if there is "doubt" whether it is good judgment) it probably isn't.

1. Basics – Our dress should set an example in principles of modest Christian living and be consistent with what we are requiring of campers. Drastic changes to one's appearance midsummer, like shaving one's head or dying one's hair, while within the dress code, can detract from the larger camp experience by drawing unneeded attention to oneself. Such actions may not be the best judgment.

General Appearance: While the variety of camp activities will determine what is appropriate attire, one must maintain a modest, clean, and neat appearance at all times.

Dining Hall Attire: Dining hall attire should be reasonably neat and clean. Swimwear, with the exception of dry board shorts, is not appropriate dining-hall attire.

Pants/Shoes: Long pants and close-toed shoes are to be worn during activities at the horse corral and the BMX track as well as during capture the flag. Close-toed shoes are also to be worn in the kitchen and at the campfire bowl unless otherwise informed.

Hair: Hair should be neat and clean. Not scary!

Logos: T-shirts with logos or messages that may offend guests or other staff members should be avoided.

Jewelry: Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative bracelets. One "Friendship band" or "LIVESTRONG" type band that supports a camp-approved cause may be worn at a time.

Tattoos: Due to their permanence, tattoos are strongly discouraged and must remain covered at all times. Please inform your CADCO representative of any current tattoos. Each situation will be handled on a case by case basis.

2. Female Specifics

- Cosmetics: If make-up is to be used, it should correspond with your skin tone, and colors used should be flesh-toned pigments. Excessive use of cosmetics should be avoided.
- Clothing: Clothing that is revealing because of cut or fit and that results in exposed cleavage, bare midriffs, and/or thin spaghetti straps should be avoided.
- Nail Polish: Clear nail polish is suggested for use on hands and feet.
- Swimsuits: Swimsuits should be a modest one piece that covers the midriff.

3. Male Specifics

- Clothing: Shirts should be worn at all times, except during a waterfront activity, but should still be worn to and from the waterfront. Clothing that is revealing or untidy because of cut or fit is also not suggested. These items include, frayed shorts or pants, t-shirts with sleeves that are cut off in excess, and pants or shorts that are worn in such a way as to reveal undergarments.
- Facial Hair: Facial hair is acceptable if neatly trimmed, and does not appear ragged or scraggly.
- Swimsuits: Speedo-type swimsuits are not good judgment.

4. Staff Uniforms – While Big Lake will supply shirts for your staff uniform, you are expected to bring coordinating shorts (you will be informed in advance of what colors to bring). Sunday uniforms should be worn from Sunday at 12:40 until after campfire. Sabbath uniforms should be worn from Sabbath morning at 9:00 AM until after Sabbath afternoon activities.
5. Camper/Staff Relationships – Staff are here to serve campers, and become their caring mentors. All staff must refrain from any physical contact with campers that could be interpreted as sexual or abusive in nature. Guard what you say and do. It is never appropriate for you to be alone in a secluded place with a camper. For your own protection, do not allow this situation to occur. Always have two staff persons present when talking or counseling with a camper. Dating campers or showing preferential attention to a specific camper is not good judgment – even during teen banquets.

6. Dating – Be aware of your actions when associating with members of the opposite sex, leaving no room for question or criticism, even when no misconduct is intended. At **no time** are male/female relationships to interfere with or distract from the responsibilities of the individuals involved. Relationships should be discrete and reserved, both in public and private. There should be no PDA at camp, whether campers are present or not. This includes hand holding, kissing, and back-massaging by members of the opposite sex. Camp is not a good place to carry on a romance. Staff should also stay away from the lodging of the opposite sex.
7. Discipline – Please learn the following process for healthy discipline:
 - a. Supervising staff should make sure they have clearly communicated boundaries, requirements and expectations to the camper or campers.
 - b. When discipline is necessary, supervising staff are to use consequence-based discipline, allowing campers to receive the natural consequences of their actions and decisions. Campers have “chosen” to step out of line with the agreements made above and there is a consequence.
 - c. Discipline becomes necessary when campers choose to disrupt our agreed upon boundaries and/or are negatively affecting other campers.
 - d. Campers are not to be disciplined through public humiliation, through acts requiring physical stamina such as push-ups or sit-ups, or through physical punishments such as spankings. Staff should never touch a camper in anger.
 - e. If supervising staff are faced with an uncontrollable situation, repeat offenders, or severe misconduct, their immediate CADCO supervisor, and/or the appropriate Village Director should become involved.
 - f. “Disciplinary Report Forms” should be used whenever an incident has escalated to physical action, emotional trauma, or is significant enough that CADCO has become involved. They are available in the office or from your village directors and should be turned into your department supervisor.
 - g. Each case will be different – but parents may need to become involved at this point.
 - h. If problems persist, the director should become involved, and said camper may be asked to go home.
 - i. Please note, the camper has chosen to not be at Big Lake through their refusal to comply with agreed upon boundaries and we will honor that choice.
8. Bullying – It is our goal to provide a safe physical environment for our campers and also to give them a safe place to discover acceptance and friendship. The disruption of both emotional and physical safety through bullying is not tolerated. It is expected that all staff will "pre-load" their expectations with campers and address all incidents of bullying immediately. Bringing them to the attention of supervisors as needed.
9. Camp Vehicles – Safety first. The camp’s speed limit is 15 mph on the grounds and the road leading to and from camp. Camp vehicles must also abide by posted speed limits on the highway and through town. Camp vehicles may only be operated by those staff members authorized to do so. Use common sense when riding on or in camp vehicles. Sitting on the front or sides of tractors or trailers is not good judgment. First gear is a good choice for all vehicles within camp.

10. Camp Corruption – Activities that distract from our purpose of being here at camp should be minimized.
11. Curfew – All staff, including those on their day off who choose to remain on campus, are expected to be in their sleeping quarters by 10:30 p.m., followed by lights out at 11:00 p.m. Night watch will turn in a record of those who are still up or have lights that remain on. Violating this curfew may result in extra assigned work duties and a continued problem could result in termination.
12. Fires/Candles – Campfires are permitted only in designated sites with permission from the camp ranger. Candles are only permitted in cabins when in a tin tray or a can with sand in the bottom. Candles should never be left unattended. Firecrackers and other explosives are not permitted at any time. All fire fighting equipment should only be used in case of a fire or with direct permission of the director or head ranger.
13. Food/Kitchen – Staff members should not take food from the snack shop or kitchen supply, nor should snack shop employees give away food for free without authorization. Eat during meal times. The kitchen is for kitchen workers only. Do not use the kitchen as a passage or a social zone. Personal cooking and baking must be approved by the food service director and paid for at the staff member's expense. No food is to be kept in the kitchen or snack shop without approval. During meal times counselors must practice the SWYC (stay with your campers) procedure and allow servers to bring them food.
14. Horse Corral – Horses should not be used by the staff without permission of the Head Wrangler or Horsemanship Director.
15. Waterfront – Lake regulations apply to all persons at all times, including staff. Special staff swims or dock activities may take place only with the waterfront director's approval when not conflicting with the camp schedule. The waterfront director or a WFD assigned lifeguard must be on duty for any such event. Lake showers must be scheduled with the swimming instructor.
16. Music/Videos – Only "G" rated movies will be shown to campers. Staff group viewing must be done in a public place and should be limited to "G" or "PG" movies. While it may be your day off, other staff should not be distracted from their work. Only songs that are within the Christian genre are permitted. Please keep in mind that some songs within this genre may offend guests, parents, or other staff. Please use discretion. Occasionally, event specific music that is not within the Christian genre will be used after being approved by a director. Clarify these situations with your department director. Personal music devices should only be used in your living areas.

Section b: MANAGEMENT POLICIES

17. Gasoline – Big Lake does not sell gasoline for personal use.
18. Office Use
 - a. General – Office hours are from 9 AM until campfire. Use office for official camp business only. No loitering.
 - b. Telephones – Office phones are for office use only. Personal cell phone use must be confined to days off and other off-duty times. Cell phone use, texting or phoning, while supervising campers is prohibited. Counselors are considered to be supervising campers at all times except during their day off or when another fully engaged staff member is covering for them. Please do not carry your phones with you during the day monitoring your incoming messages. It is a distraction from our main purpose.
 - c. Copier – The copy machine is for the use of office staff only. Camp items should only be copied with permission of the office staff or administration.
19. Internet – Camp internet connections exist primarily for camp use and not personal use. Please plan on caring for your personal internet needs during your day off by accessing computer connections in Sisters or Bend. Requests for special internet needs that require immediate attention must be directed through one of the camp directors or the office.
20. Benches/Tables – Please do not sit on cafeteria tabletops AND please do not stand or walk on campfire bowl or camp council bowl seats. We ask the campers not to - neither should we.
21. Campfire Costumes – Cast members are responsible for hanging their costume on the return rack following each performance. We do not loan out any costumes during the school year.
22. Environment – To protect our environment always use trashcans, and place recyclables in recycling receptacles whenever possible. Please access the waterfront using stairways and do not allow campers to scramble up the banks. Try to limit your walking and camper walking to visible trails and do not disturb foliage by intentional breakage. Observe and appreciate wildlife from a distance by not agitating or bothering birds, squirrels, or other animals.
23. Equipment/Tools – The appropriate area director must approve use of equipment such as canoes, boats, bikes, etc. Equipment such as hand tools and office and kitchen supplies should be checked out by the camp ranger, office manager, or food service director, respectively, and returned immediately upon completion of use.
24. Water Usage – Showers are limited to three minutes per person per day with no roll over. Regular shower activities should not be done using running sink water. These activities include shaving (both legs and face), and hair washing. Staff guests that camp out should not use showers during their day visits. Please use the shower facilities in your own area, and report any known drips or leaks immediately.

Section c: TIME-OFF POLICIES

25. Emergency Leaves – In the event of a death or major crisis in the family of an employee or other urgent business, leave will be granted on an individual basis at the discretion of the Camp Director.
26. Leave Permission – When leaving camp for activities other than days off, permission will be given through your immediate supervisor and the camp or associate camp director. Unauthorized leaving may result in forfeiture of your next day-off time. When leaving camp for your day-off it is your responsibility to make sure that the substitutions for your regular duties are found and cleared with the appropriate department heads. It is not good for the campfire program to schedule your day off for a night when you are in a play. Unless absolutely necessary do not make such plans. If you are unexpectedly detained call and inform your immediate supervisor.
27. Staff Camp-Outs/Excursions – Notice should be submitted to the Boys' and Girls' Village Directors and filed with the camp director before being permitted. Co-ed campouts are not advised. Potentially risky activities such as mountain climbing, extensive mountain bike rides, or other distant staff excursions should be cleared with your department heads and approval given by the camp or associate director prior to departure. Communicating these activities protects us all and is good sense.
28. Time-Off – Each staff member is given a day off to rest. Staff should not misuse their day off by missing the opportunity for physical and mental rest. Check out with your department director before leaving and immediately upon return, unless it is past curfew – then check in with night watch. If you are a minor, you must sign in and out at the office, or with night watch, if the office is closed. Failure to return on time from your day off may result in time deducted from the next week's day off. During your time off, we request that you refrain from activities that do not represent the mission of Big Lake Youth Camp.
29. Alcohol/Tobacco/Controlled Substances/Firearms – Alcohol, tobacco, firearms or explosives, and controlled substances are not allowed on the camp property. In addition, employees are not to return to the camp property under the influence of alcohol or controlled substances. Breaking this policy is grounds for immediate dismissal.
30. Weddings– Wedding attendance will be counted as a day off. Plan accordingly if more than one day is needed. Attendance arrangements must be made with the Camp Director before camp begins.

Section d: EMPLOYMENT POLICIES

31. Equal Opportunity-Oregon Conference is an equal opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion*, sex, age, national origin or ancestry, physical or mental disability, veteran status, and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Oregon Conference are prohibited from engaging in this conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Oregon Conference will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Oregon Conference. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Director of Human Resources and request accommodation.

*Oregon Conference is a religiously qualified, equal opportunity employer with the right to give preference to Seventh-day Adventists in hiring. All Applicants must be in good standing and in full harmony with the doctrines of the Seventh-day Adventist Church. Where it is possible, positions will be advertised through the local churches and/or schools. All prospective employees desiring employment with the Conference must complete the employment application. The Human Resources Department will screen applicants.

32. Off Season Activities – All hired staff members are expected to abide by all Big Lake Policies, not only during times of duty at camp, but also during days off. Furthermore, staff members that wish to be rehired should continue to live their lives consistent with representing God and Big Lake during the off season. Remember campers and their parents are still looking to you as examples. Please refrain from any activities that would call your Christian commitment into question. Activities such as drug and alcohol use or inappropriate sexual relationships are things to avoid. Please also be mindful of your language, attitude, friendship choices, and your photos and blogs on sites such as MySpace and Facebook. Our campers are spending a great deal of time there and are reading your pages. Indiscretions can happen in many ways and they can be perceived in many more. Your positive attitude and friendliness to all of our campers in the off-season affirms the work we do here. Personal notes and emails mean a lot to campers. Sending occasional appropriate notes to your campers is encouraged.

33. Harassment – Big Lake Youth camp recognizes that a person's right to freedom from discrimination includes the opportunity to work or study in an environment free from harassment. Offensive speech and conduct are wholly inappropriate and intolerable to that harmonious relationship required for the operation of the camp program. Harassment includes but is not limited to all unwelcome advances, written or verbal innuendoes, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, veteran status, sexual orientation, physical disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include but are not limited to verbal harassment (derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.)

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the Camp Director.

34. Health Examinations - Should there be a question as to the health of an employee the camp reserves the right to require, at anytime during employment, a health examination by the physician or clinic of the camp's choice, at the expense of the camp. A health screening of each staff member is done during staff training week in accordance with ACA regulations
35. Drug/Alcohol Testing - It is Big Lake Youth Camp's policy not to employ persons who use illegal drugs or alcohol. Accordingly, BLYC shall have the right to require a staff member to submit to testing for drug and/or alcohol use as a condition of employment. An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge. All staff members shall undergo a drug/alcohol test sometime during the summer.
36. Hospitalization/Medical Care – Workman's Compensation Insurance covers each employee. This covers expenses due to injury sustained when the employee is carrying out the **primary job description** of his/her employment. You will receive Workman's Compensation only when injured during a required or an assigned activity. Activity outside the scope of your job description will be covered by our accident policy, unless you are on your day-off, in which case you are responsible for yourself. Activity Insurance will cover activities such as but not limited to staff softball, fun times, captain of the ship, and other optional recreation.
37. Termination of Agreement - A staff member's contract may be terminated by camp administration for failure to adequately perform duties, improper conduct and/or improper attitude. When a staff member is terminated his/her staff uniform must be returned before departure. In case of early departure or dismissal from camp, or should camp be shortened by a fire, epidemic, accident, etc., the staff member's reimbursement will be pro-rated.
38. Performance Evaluations – All staff members will receive a performance evaluation mid-summer and upon completion of the summer. The purpose of the evaluation is to keep communication open between Directors and staff, to allow for coaching to take place, and for areas of concern to be addressed before they become problems. In addition to the formal evaluations, your department directors will check in with you regularly to coach and listen.
39. Personal Effects – Camp insurance policies do not cover loss or theft of staff belongings. Keep this in mind when bringing expensive items such as sporting equipment, PFDs, helmets, MP3s, smart phones, iPods, laptops, cell phones, any necessary safety equipment, or “really cool” sunglasses to camp. Personal sports equipment should be stored properly away from campers' access. No personal animals are allowed at camp with the exception of wrangler horses that have been authorized by the horsemanship and camp directors. Additionally, weapons and/or firearms are prohibited items and we ask that you do not bring them to camp.
40. Grievances: Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to your immediate supervisor promptly. Should the supervisor

be the source of the grievance, the staff member may report the grievance to the Camp Assistant Director or Director.