

# A Tool for Determining Readiness for Camp (TDRC)

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## Purpose Statement

This tool is designed to be a resource for Extension faculty and staff to use to determine paid and volunteer camp staff readiness to participate in the camping experience. The tool is based upon the training requirements identified as necessary for “camp staff” by the American Camp Association (ACA) in standard HR-11 (Human Resources #11), and additional 4-H-specific information identified as necessary in the Virginia 4-H Camping Handbook. (See “Core Topics of 4-H Camp Staff Training”). Volunteers who miss several questions within each area of the tool should be coached in the necessary areas. This tool may be helpful as a pre-assessment of camping knowledge prior to a training and/or as a post-assessment of knowledge following a training. We recommend that educators use this tool to target the training needs of camp staff.

## Core Topics of 4-H Camp Staff Training (knowledge of these items is required by all camp staff)

- Camp purpose
- Camp goals
- Youth development through 4-H camping
- Training expectations (for paid and volunteer staff)
- Position descriptions (for paid and volunteer staff roles: CIT, teen counselor, adult volunteer, staff)
- Roles and expectations (of paid and volunteer staff)
- Standards of behavior
- Expectations for volunteer performance and evaluation of performance
- Time off and leaving camp policies
- Sexual harassment (types, how to respond)
- Camper supervision (lodge checks, day and nighttime)
- Child protection
- Accountability/chain of command
- Recognizing, preventing, reporting child abuse/child maltreatment
- Limits of authority
- Developmental characteristics of camp-age youth
- Managing youth behavior at camp
- Role modeling
- Negligence/liability/duty of care
- Above Suspicion Policy
- Volunteers' roles in health care
- Bloodborne pathogens/universal precautions
- Medication collection and administration procedures
- 4-H center emergency policies and procedures
- Sexual harassment policies
- Sensitive issues
- Camp as an inclusive environment
- Programming objectives
- Programming safety considerations
- Programming operating procedures
- Common 4-H camp situations

# A Personal Tool for Determining Your Readiness for Camp

## INSTRUCTIONS

This tool measures competency in the area of 4-H camp volunteerism. The tool is broken down into five main parts: General Safety Questions, General Knowledge Questions, Medical/Health Questions, Camp Volunteers/Staff Questions, and 4-H Center Specific Questions. Please read each question carefully before answering and *RELAX...this is only a tool for seeing what we might need to review again before camp.*

## GENERAL SAFETY QUESTIONS

1. Teens and campers can walk around different program areas without an instructor present (for example, ropes course, rifle range, nature trails) as long as they are in groups of three or more.  
 True       False
2. Personal flotation devices (PFDs) are required for all participants (campers, teens, and adults) who get into watercraft during canoeing and kayaking classes.  
 True       False
3. A camper bullying another camper is considered to be one form of “abuse” that is getting increasingly common in camps.  
 True       False
4. “Spotting” during aquatic activities (swim class, free swim, and waterfront activities) involves a volunteer serving as an extra pair of eyes; pointing out any concerns to the lifeguards that are on duty. Spotters are generally not required to get into the water.  
 True       False
5. Which of the following times of day have been identified as periods during which accidents and incidents are most likely to occur at camp?  
 a. During classes  
 b. During the middle of the night  
 c. In-between class periods  
 d. Immediately before breakfast  
 e. Immediately after lights out  
 f. Both a and b  
 g. Both c and e
6. Campers are required to use which of the following pieces of protective equipment during horsemanship class?  
 a. Helmet  
 b. Closed-toed shoes or boots  
 c. Long pants  
 d. All of the above  
 e. Both a and c are correct
7. If you come across two campers who are physically fighting, what should you do?  
 a. Let the two campers finish the dispute and then talk to them separately  
 b. Stop the fight immediately with the help of another camper  
 c. Stop the fight immediately with the help of an adult/staff member  
 d. None of the above

8. Which of the following situations is one in which you could be held responsible (i.e., liable) for a camper getting injured?
- a. Failing to supervise campers during a camp class
  - b. Leaving the cabin/lodge after lights-out without having someone supervising your campers
  - c. Seeing a camper breaking a camp rule and not doing anything to stop it
  - d. Only "a" and "c" above
  - e. All of the above

## GENERAL KNOWLEDGE QUESTIONS

9. From a developmental perspective, campers ages 9-11 should not be involved in competitive events; they want everyone to win.
- True
  - False
10. "4-H" is defined as "A \_\_\_\_\_ of young people across America who are learning \_\_\_\_\_, \_\_\_\_\_, and life \_\_\_\_\_." (Fill in the blank.)
11. \_\_\_\_\_ could be defined as showing good behavior and always following the code-of-conduct because you know that campers are always watching you.
12. Which of the following techniques are used to foster a sense of identity and belonging in campers?
- a. Encourage campers to wear their name tags
  - b. Make campers eat at assigned tables during meal-times
  - c. Assign each camper to a camp "group" (pack, animal group, team, etc.)
  - d. Don't allow campers to be in the same room as their friends
  - e. Both a and c are correct
13. The \_\_\_\_\_ identifies certain topics of conversations that are not appropriate for a camp setting. These topics include: dating, divorce, religion, ghost stories, occult, personal lives of staff, etc.
- Don't talk policy
  - Bad language policy
  - Sensitive issues policy
  - Anger management policy
14. "Sexual harassment" includes which of the following. (✓ all that apply)
- Telling sexually explicit jokes
  - Making negative remarks about someone's gender
  - Anything that makes another person uncomfortable
  - Forcing someone to engage in a sexual act to avoid a negative consequence or to obtain a reward
  - Kissing or touching someone when they don't want to be touched
  - All of the above
15. Which of the following are examples of bullying? (Check all that apply)
- Teasing/"Putdown"
  - Calling a camper a negative name
  - Hitting/kicking
  - Spreading rumors about someone
  - Threatening
  - All of the above

16. Which of the following are life skills that a camper may learn at 4-H camp?
- a. Self-responsibility, communication, and teamwork
  - b. Respect, caring, and sharing
  - c. Answer "a" only
  - d. Answer "b" only
  - e. Both "a" and "b" above
17. If a camper is seriously injured during camp, and a local newspaper reporter comes into camp and wants to question you about the accident, what should you say?
- a. Say that the injury was only minor and not to be concerned
  - b. Say nothing about the injury and direct the reporter to the main office
  - c. Ignore the reporter all together
  - d. Ask the oldest individual with you to speak to the reporter about the injury

## MEDICAL/HEALTH QUESTIONS

18. Prescription medications must be turned in to the EMT/Nurse/Medic, however campers and teens are allowed to keep over-the-counter medications in their luggage until they are needed.
- True       False

19. With regards to basic first aid, the term "universal precautions" means...

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20. The *4-H Health History Report Form* must have a parent/guardian signature because...

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21. Which of the following body fluids can carry infectious diseases?

- Urine
- Blood
- Vomit
- All of the above

22. Please fill in the blanks below concerning camper abuse:

A. While at camp, you suspect that a camper has been physically abused. You look for \_\_\_\_\_ signs on their body as evidence that the camper has been physically abused.

B. The following week at camp, several campers come to you and say that they believe their friend Erin has been emotionally abused. You decide to keep an eye on Erin for the remainder of camp and look for behaviors such as \_\_\_\_\_ as an indicator that Erin has been emotionally abused.

23. What is the #1 thing that you can do to avoid being exposed to an infectious substance from someone else's bodily fluids at camp?
- a. Stand at least 10 feet away if asked to be involved in medical care situations
  - b. Wear disposable gloves if asked to be involved in medical care situations
  - c. Contact the Center Director if asked to be involved in medical care situations
24. It is Wednesday night, and you discover that one of your campers has an inhaler that has not been turned into the camp's EMT/Nurse/Medic. What should you do?
- a. No need to do anything at all
  - b. Contact the camp EMT/Nurse/Medic immediately
  - c. Ask the camper to not let others see the inhaler until after camp is over
  - d. Contact the 4-H Extension Agent at camp

## CAMP VOLUNTEERS/STAFF QUESTIONS

25. Camp counselors-in-training (CITs) are allowed to supervise campers only if a trained teen counselor or adult volunteer is present.
- True
  - False
26. 4-H camp volunteers (teen counselors and adult volunteers) have a legal duty-of-care for campers at all times except at night, when duty-of-care becomes the 4-H Center's responsibility.
- True
  - False
27. A 4-H camp volunteer could be found negligent if a camper was injured and a police investigation determined that the camper would not have been injured if the volunteer had provided better supervision.
- True
  - False
28. A 4-H camp volunteer can be dismissed from camp for violating the 4-H code-of-conduct or the Standards of Behavior for 4-H Volunteers.
- True
  - False
29. \_\_\_\_\_ youth is the most important responsibility of 4-H camp paid and volunteer staff?
30. The 4-H camp "above suspicion" policy states that volunteers should never allow themselves to be in a \_\_\_\_\_ situation with a camper.
31. 4-H camp volunteers are recruited, trained, and supervised by \_\_\_\_\_.
- ...the 4-H Agent/representative from the county/city in which the 4-H volunteer lives
  - ...the "lead" volunteer
  - ...the 4-H Center Program Director
  - ...no one. Volunteers can essentially do their own thing at 4-H camp as long as they sort of follow their position description.
32. What is the first thing that a teen counselor or adult volunteer should do if a camper reports that he/she has been sexually abused?
- Ask the camper some additional questions about the situation to be sure that the camper isn't lying
  - Tell another counselor. It is important to have an immediate witness.
  - Tell the 4-H Extension Agent serving at the "camp director," or the 4-H Center Program Director, whomever can be reached first
  - Contact social services when you get back to your home county/city

33. If an accusation of child abuse is made during 4-H camp, who is considered (by law) to be a “designated-reporter” of child abuse?
- a. Teen counselors
  - b. Adult volunteers
  - c. Extension Agent(s) serving as camp directors
  - d. 4-H Center Program Director
  - e. Both c and d are correct
34. Why are teen counselors important for the 4-H camp experience?
- a. Teen counselors allow campers to “bend the rules” and have more fun
  - b. Teen counselors are closer in age to the campers
  - c. Campers usually relate better to teen counselors than adults
  - d. Answers “b” and “c” above
  - e. All of the above
35. What can 4-H camp volunteers do to ensure that campers are adequately supervised between class periods?
- a. Be aware at all times of where the campers are between classes
  - b. Check back in the cabin/lodge between classes and throughout the day
  - c. All of the above
36. What do volunteers need to do if they want to leave 4-H camp property during the camp week?
- a. Get permission from the Program Director at the 4-H Center
  - b. Get permission from someone on the camp staff
  - c. Get permission from the Center Director at the 4-H Center
  - d. Get permission from their 4-H Extension Agent
  - e. It is not necessary to get permission to leave the camp property
37. What is “duty-of-care?”
- a. The responsibility of camp volunteers to keep campers safe and properly supervised
  - b. The responsibility of camp volunteers to ensure that camp staff is well trained
  - c. The responsibility of camp volunteers to keep campers motivated to learn while at camp
  - d. None of the above
38. During camp classes and during afternoon and evening programs, volunteers may be assigned to check the camp cabins and lodges to ensure that campers are not in the rooms at the wrong time. Why are “cabin/lodge” checks important?
- a. To ensure that doors and windows remain locked at all times
  - b. To ensure that the lights are turned off when no one is around
  - c. To ensure that campers are safe and supervised
  - d. To ensure that campers remain in one-on-one situations at all times
39. If a camper receives a minor cut on his/her leg right before going to bed, what is your role in medical treatment as a 4-H camp volunteer?
- a. Not to perform any treatment on a camper, even for minor injuries
  - b. Notify a counselor(s) in another room about what has occurred
  - c. Walk with the camper and another counselor/CIT to seek medical treatment from the 4-H Center EMT
  - d. Only “b” and “c” above
  - e. All of the above

## **4-H CENTER SPECIFIC QUESTIONS (to add to...)**

40. At your 4-H Center, where is the safest place to re-locate 4-H campers if a thunderstorm occurs in the middle of the afternoon? \_\_\_\_\_