LETTER OF EXPECTATION

MANAGING YOUR CAMP ADVENTURE™ EXPERIENCE:

ASSUMING PERSONAL RESPONSIBILITY:
We want your Camp Adventure™ experience to be a positive one. However, you are expected to manage your experience by communicating your needs, carefully reading the material sent to you, adhering to timelines/deadlines, attending scheduled meetings, turning in your paperwork and fees on time, carefully checking your ticket and check, ensuring that you have a passport on time, and making sure you receive the items you need. You must assume personal responsibility. Also, keep your parents/guardians informed and share with them this Letter of Expectations, the departure information sent to you prior to departure and other necessary materials. You are responsible for knowing and understanding the information in this document.

SUPPORT FOR EFFORTS OF CAMP ADVENTURE™ STAFF:
Camp Adventure™ strives to provide a more affordable educational experience for participants by subsidizing the overall cost of participation through extramural funding. The costs of similar overseas educational opportunities, through colleges and universities, typically range from $5,000-$10,000 per person and are usually fully paid by the student. Camp Adventure™ receives no state funds and is a grant-funded organization that depends on the commitment and hard work (much of it unpaid) of Camp Adventure™ staff and volunteers. The fees you pay, including immunizations, passport, uniform, and other items are for items personal to you and are a fraction of the cost of your experience. Please ensure you are supporting the efforts of our staff and volunteers as they attempt to support you and your needs throughout your time in the program. Treat them with respect and patience.

IMPORTANCE OF THE LETTER OF EXPECTATIONS:
The Letter of Expectations is an important source of information regarding policies and procedures. You are responsible for the information in this document. Read it carefully.

REQUIREMENTS FOR PARTICIPATION:

AGE REQUIREMENT:
You must be 18 years of age to participate in Camp Adventure™. You must also be at least a freshman in college and have completed either 2 semesters or 3 quarters of course work on site at a college or university prior to your departure, and have completed high school. Do not apply if you do not meet these criteria.

BE RESPONSIVE:
Camp Adventure™ staff will contact you prior to your departure to confirm your date of departure and location, as well as any other necessary information. Timely response is required in providing any requested information. If you do not respond to our contact attempts, we do not assume responsibility for errors related to your travel, your placement, or your participation status in the program. By not responding, we assume you are no longer interested in participating.

EMAIL ADDRESS IS REQUIRED:
All participating students are required to have an email address that is operational and correct through the end of their contracted dates. Participating students can use a university provided email address or a personal email address.

TRANSCRIPTS:
You are required to turn in an official copy of your university transcript to the Camp Adventure™ office as a part of your application process. If your university provides an option to send your official transcript online/digitally this is acceptable. An official transcript will be required from each university/college that you have received credit from, including any university credits received during high school.

The minimum GPA requirement for our summer program is 2.5. The minimum GPA requirement for our fall/spring internship programs is 2.6. If you do not meet the minimum GPA requirements at the time of application and departure you will be ineligible to participate. This is non-negotiable. If you are a freshman, and have not completed your fall college semester/quarter when you apply, then send your high school transcript, and then send your fall college transcript as soon your fall grades are available.
HEALTH, TRAVEL, AND LIABILITY INSURANCE:

**Health Insurance:** Upon acceptance into the program, you must provide proof of health insurance for the period of time you will be on site (e.g., Blue Cross Blue Shield) or purchase the UNI Student Health Insurance Plan (SHIP) health coverage for $250 per month (for example, $750 for 10 weeks/summer and prorated for longer/shorter programs in the fall and spring). Summer student health coverage will extend to August 31st. If you are a summer participant and are extending your stay or if your camp extends beyond Sept. 1 you will need to renew your health insurance and contact our office. You may only extend your health insurance if you are extending your participation in Camp Adventure™; you MAY NOT extend your UNI SHIP health insurance for personal travel.

Project Coordinators in the field will have a list of students enrolled in UNI’s Health Insurance Plan (SHIP) and their policy ID’s. Health insurance cards will be distributed via email to students when our office receives them. If you have purchased SHIP, it is important that you check with your Project Coordinator at the beginning of your field experience to make sure you are on the list of students enrolled. If you seek medical attention throughout the program, it is your responsibility to submit the claim to the insurance company. If you do not submit it to your insurance or privately pay your bill it will be sent to collections.

Students are responsible for medical costs not covered by insurance. Any student will receive emergency medical care if necessary. Some locations will require you to pay for doctor’s visits up-front and submit the bill to your insurance company to be reimbursed at a later date. It is the students’ responsibility to cover these types of medical costs. Make sure that you are aware of the procedure for handling medical emergencies at your particular site. All students should check with your Project Coordinator and/or Project Director regarding this issue when you arrive at your destination.

**Required letter from your Health Insurance Company.** All students are required to submit a letter to Headquarters from their health insurance company. Contact your health insurance company via phone or email to request this letter. The letter must: (1) be on letterhead, (2) state your name and (3) state that you have health insurance coverage while traveling abroad or outside of your normal service area. The University will NOT accept a brochure regarding your health coverage. Exception for this letter is given ONLY to those purchasing the SHIP student health insurance through the University of Northern Iowa. If you have additional questions regarding health insurance letters please contact Ashley Sawyer at lekara@uni.edu.

**Travel Insurance:** All participants are required by the University of Northern Iowa to purchase CISI Travel insurance at the cost of $1.15/ per day, for the number of days they are in the field and traveling to/from the program site. This amount is linked to the actual number of days a student is at an assigned location and traveling to/from the location. The amount will be calculated and deducted from students’ travel stipends prior to disbursal.

**Supplemental Professional Liability Insurance:** Students participating in Camp Adventure™ are required to purchase supplemental professional liability insurance (not health insurance) for approximately $175 (actual amount for 2020 will be posted to the Camp Adventure™ website by January 15, 2020). We do not accept liability policies from other organizations or affiliations. If you are involved in an incident involving serious injury to a child, you MUST email Susan Edginton at susan.edginton@uni.edu, and Dr. Domino Chumrley-Birch at domino@uni.edu for immediate assistance in reporting it to AON insurance company, so that you are afforded this protection. This is YOUR personal liability insurance. Please note, there is a time limit on notification to AON insurance after an incident has occurred.

**VERIFICATION OF WORK EXPERIENCE WITH YOUTH:**

All students participating in the Camp Adventure™ program are required to provide verification of volunteer or paid work with youth. You will need to supplement your 60-hour training program with 40 hours of volunteer or paid work with youth. You may waive this requirement if you fall into any one of the following categories: you are a Camp Adventure™ veteran; you are meeting or have already fulfilled a similar requirement for another course; you have completed youth student teaching; you can provide other evidence of prior experience working with youth (including references).

**PASSPORTS/VISAS:**

Upon acceptance into the program, you should immediately apply for a passport at an approximate cost of $125. This can be done at your local U.S. Post Office. You will need an official birth certificate from the county that you were born in to apply for a passport. The birth certificate must be an original or a certified copy with a raised seal - no photocopies will be accepted. You will also need two passport photos, which you can obtain at Walgreens/CVS, UPS Store, Copyworks, etc.
Passport applications are also available from the State Department’s Bureau of Consular Affairs’ Website: http://travel.state.gov. Travelers may also call the National Passport Information Center at (877) 487-2778 to apply for or renew passports by credit card. If you are participating in the summer program you must request a RUSH passport by paying an additional fee if you have not ordered your passport by February 15, 2020. This is necessary to be SURE that you have your passport by March 1, 2020. ALL fall and spring term student interns MUST order a RUSH passport, in order for our office to have a passport copy and to be able to complete the requirements for your visa and/or residence permit prior to departure. Your passport must be valid for a minimum of 6 months past your anticipated return date.

Visas/ZAV Permits: Some sites require a visa or ZAV permit (e.g. Germany and Bahrain), and we will help you obtain this. If you need a visa, you may be requested to provide additional documentation to the Camp Adventure™ office. If you will need a ZAV permit you will be required to submit needed paperwork EARLY (background checks, health insurance, physicians report, passport). Please return required items to our office IMMEDIATELY upon request. We process visas and residence permits paperwork as a group. Any delay in the process affects the entire group.

UNIFORMS:
The following are uniform requirements and fees for the following participants of the Camp Adventure™ program. Variations in fees are due to the types of uniform items provided. All students MUST pay for their uniform by the required due date, so we can order/distribute your uniform on time. If you have a question regarding additional clothing issues at your site, check with our Headquarters office.

New Summer Staff: All new summer participants are responsible for purchasing a uniform for $305 (shipping/distribution cost included). The uniform includes:
- black warm-up suit (1 jacket and pants)
- white short sleeved t-shirt (3)
- grey long-sleeved shirt (1)
- name tag (1)
- khaki shorts (2)

New Aquatics Staff: New aquatics purchase items similar to new summer staff (t-shirts, shorts and warm-up suit) for $305. If you are aquatics staff and you accidentally receive two pairs of shorts, you must return one pair, or you will be billed for them. The uniform includes:
- black warm-up suit (1 jacket and pants)
- white short sleeved t-shirt (1)
- white lifeguard t-shirt (1)
- white rash guard (1)
- grey long-sleeved shirt (1)
- name tag (1)
- khaki shorts (1)
- red mesh shorts (1) - Female Only
- red guard swimsuit/trunks (2)

New Fall/Spring Interns: All Fall/Spring interns are responsible for purchasing a uniform for $145 (shipping/distribution cost included). Fall/Spring interns are not required to purchase a warm-up suit. The uniform includes:
- white short sleeved t-shirt (1)
- grey polo shirt (2)
- grey long-sleeved shirt (1)
- name tag (1)
- khaki shorts/pants (2)

Program Veteran: Veterans are required to pay a $100 uniform fee (partial payment of the basic uniform cost). The uniform is new each year. Veterans already have the warm-up suit and therefore do not need to purchase a new one annually.
After Hours Dress Code: You MUST adhere to both Camp Adventure™ uniform guidelines and U.S. Military Dress Code (which DOES apply to contract civilians). Failure to adhere to uniform guidelines or after hours apparel guidelines is grounds for separation from Camp Adventure™. Examples of military after-hours apparel guidelines will be given to you in your travel packet and at on-site orientation. It is also expected that you will adhere to appropriate guidelines during interview and training sessions with Camp Adventure™ prior to departure. Please DON’T ASK for an exception.

UNIFORM CHANGES: You must be responsible for making any uniform changes or adjustments BEFORE YOUR DEPART. We require students to try on uniforms to ensure we have enough time to make uniform exchanges prior to departure. We will not send uniform items overseas to your site, and will not make uniform adjustments overseas or when you return at the end of your program. If you need to make an exchange, or receive any item, notify the Camp Adventure™ Office PRIOR to your departure by emailing: campa.uniforms@uni.edu.

IMMUNIZATIONS/MEDICAL:
Immunizations: You will need to provide us a new copy of your immunization record prior to March 1, 2020 (summer) or 3 months prior to departure for fall/spring interns. Please provide up-to-date documentation of the following:
- MMR (measles, mumps, and rubella) two vaccinations in a lifetime or one after the age of four (4).
- Tetanus-Diphtheria within the last 10 years
- TB Skin Test (no more than 1 year prior to your anticipated return date)
  - It is recommended that you have a follow-up TB test three (3) months after you return in the fall if you travel in Asia, Africa, Mexico or Russia.
- Some site-specific immunizations may include Typhoid, Gamma Globulin and Malaria

Current immunizations are not only required for your protection, but are required by many sites for food handler’s permits, to be able to serve food to children. All participants MUST bring copies of their immunizations with them overseas, because if they do not have proof of immunizations, many sites will require students to repeat their TB test on site.

Physical Exam: You are required, as specified in our government contracts, to have completed a simple routine physical screening. All participants must have a valid physical for the entirety of their participation in the program. Any physical is considered expired after 1 year. You will need to submit the results of this screening, signed by a physician, by March 1 (summer) or 3 months prior to departure (fall/spring interns). Students’ University Health Center may be able to assist you with this. For example, the Student Health Center at UNI provides these simple exams free of charge.

Medication: If you are on any prescription medication, we recommend that you notify Camp Adventure™ headquarters prior to departure to assist with common complications with medication availability abroad. You are responsible for working with your physician on complying with medication and country requirements and restrictions. Students have had success with bringing the full supply of their needed medication for the duration of the program. Some students have had significant problems when they have disrupted their cycle of medication as they travel overseas to a different time zone.

CERTIFICATIONS:
These positions are being offered with the understanding that you possess, or will immediately acquire, valid American Red Cross certifications. It is suggested that summer applicants work on their certifications over the December/January break. It is your responsibility to find classes and attend them in a timely manner.

Non-Aquatic Summer Staff: You are required to have a valid, current copy of American Red Cross Lifeguard certification (includes First Aid/CPR/AED). If you do not have sufficient skills to acquire the Lifeguard certification you must communicate with the aquatics department by email: campa.certifications@uni.edu. If you aren’t able to obtain the Lifeguard certification, you must be certified in Shallow Water Lifeguarding or Basic Water Rescue. The certifications must be provided through the American Red Cross. You will need to send us a copy of all certifications.

The cost of the certifications to students may range from $100-$250. Students must submit proof of registration for certification classes by March 31st. Students must have certifications completed and submitted by April 30th.

Aquatic Summer Staff: You are required to have valid copies of American Red Cross Lifeguard (includes First Aid/CPR/AED), and Water Safety Instructor (WSI) certifications. No exceptions. The cost of the certifications will be between $120-$250 each. Students must submit proof of registration for certification classes by March 31st. Students must have certifications completed and submitted by April 30th.
REQUIREMENTS FOR PARTICIPATION (Contd.):

**Fall/Spring Interns:** You are required to have a valid, current copy of one of the following American Red Cross certifications

- Lifeguard certification (includes First Aid/CPR/AED)
- First Aid/CPR/AED for the Professional Rescuer
- Adult and Pediatric First Aid/CPR/AED
- Community First Aid/CPR/AED

If you have additional certifications (e.g., EMS) please contact the certification department by email: campa.certifications@uni.edu. The certifications must be provided through the American Red Cross. The cost of the certifications to students may range from $100-$250. Students must submit proof of registration for certification classes two months prior to departure. Students must have certifications completed and submitted one month prior to departure.

**KEEP COPIES OF ALL PAPERWORK AND PAYMENTS:**
Students must keep copies of all paperwork submitted and payment receipts. If requested, you may be required to submit an additional copy of previously submitted forms. Fall/Spring Interns are required to have all paperwork submitted by the date specified by the Intern Coordinator.

**Submitting Late Paperwork:** If you need to submit paperwork after the specified due date, please submit them via the following ways:

- Items with Social Security Number - you MUST FedEx it to the Camp Adventure™ headquarters at your expense.
  - This includes applications and security paperwork
  - Mail to:
    - Camp Adventure™ - Ashley Sawyer
    - 2351 Hudson Rd HPC 106
    - Cedar Falls, IA 50614
  - Send FedEx Tracking Info to Ashley Sawyer at campa.paperwork@uni.edu.
- Items without Social Security Number - scan and email a clear PDF copy to Ashley Sawyer at campa.paperwork@uni.edu.
  - There are several free scanning apps available that convert photos to PDF format

**INTERNATIONAL STUDENTS:**
Due to current contract requirements, we are unable to place international students and non-U.S. citizens within the Camp Adventure™ program.

**TO REGISTER A COMPLIMENT OR COMPLAINT:**
Camp Adventure™ Youth Services is within the Division of Leisure, Youth and Human Services, Department of Health, Recreation, and Community Services, College of Education. If you have a compliment, please let us know by email or regular mail. If you have a complaint regarding your Camp Adventure™ experience that has not been handled to your satisfaction by Camp Adventure™ staff, you may contact any of the following individuals who will assist you and will review your concerns. Please follow our chain of administration when registering concerns to ensure accurate information and a speedy response. You also may contact Leah Gutknecht of the UNI Office of Compliance and Equity management directly if you have a harassment complaint (at leah.gutknecht@uni.edu). Also, please make sure that your parents have this contact information in order to have their input handled quickly and efficiently:

Susan Edginton, Program Manager
Camp Adventure™ Child and Youth Services
Phone: (319) 273-5947 Email: susan.edginton@uni.edu

Dr. Domino Chumrley-Birch, Intl. Contract/HR Administrator
Camp Adventure™ Child and Youth Services
Phone: (319) 273-7973 Email: domino@uni.edu

Dr. Oksana Grybovych Haffermann, Department Head
Health, Recreation & Community Services
Phone: (319) 273-6819 Email: oksana.grybovych@uni.edu

Dr. Colleen S. Mulholland, Interim Dean
College of Education
Phone: (319) 273-2717, Email: Colleen.Mulholland@uni.edu

Dr. Sammy Spann, Dean
University of Toledo Assoc, Vice President & Dean of Students
Phone: (19) 530-8852, Email: sammy.spann@utoledo.edu

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**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS**

Print Name: ___________________ Signature/Date: ___________________
RELEASES/CLEARANCES:

MEDIA RELEASE:
When you participate in Camp Adventure™, you agree to allow Camp Adventure™ and the University of Northern Iowa to develop and use, without pay, educational media (audio and/or video recording, still or motion pictures) that may be taken of you. In turn, these media may become part of presentations, programs, publications or videotapes. We may also use excerpts from your application related to education and previous experience to introduce you to your program contract partner.

EMAIL RELEASE:
When you participate in Camp Adventure™, you agree to allow Camp Adventure™ and the University of Northern Iowa to use your email address to aid in program communication with the office, other students, camp directors and coordinators, and others.

NON-COMPETITION AGREEMENT:
If you participate in Camp Adventure™, you agree not to use our resources nor to participate as a staff person with a competing organization (another organization that provides contracted services to the military, embassies or corporate clubs) for a period of two (2) years from your last date of service with Camp Adventure™.

PARTICIPATION RELEASE:
Upon request of home institutions, we will release the names of all students who have participated in Camp Adventure™ from the home institution. This is for their records in terms of international experience of their students. We do not release personal information such as SSN, medical, birth date, address, phone, email.

PARENT EMERGENCY CONTACT INFORMATION:
In the event of an emergency during the program, parents should call Camp Adventure™ Headquarters at (319) 273-7681. This should be your FIRST point of contact with our stateside staff in an emergency. We will offer assistance, and assist with any arrangements that need to be made. If outside of office hours (8 a.m. - 5 p.m. CST), you may also call the Camp Adventure™ Emergency Oncall at (319) 504-9389. In the event of a life-threatening emergency, and if Camp Adventure™ staff cannot be reached, parents or students can call the UNI Office of Public Safety at 319-273-2712 and this office will assist with additional contact. This should be a “last resort” option, as our Camp Adventure™ staff will most effective in handling overseas problems.

SECURITY CLEARANCE:
Upon acceptance into the program, you authorize Camp Adventure™ to obtain, state and federal investigative background checks upon receipt of your documents. You will NOT be placed until we have fully complete background check paperwork for states you have lived in the last five (5) years, and federal SF-85 paperwork and finger print cards returned to our office. It is NOT POSSIBLE to place you in the field until we have in hand records from state agencies regarding your completed background check(s).

If you have an arrest record, violation, felony or misdemeanors or charges: If you have a misdemeanor or felony charge it will appear on your state and federal security checks (even if you have been told it has been expunged). If a felony, misdemeanor, or other serious issue appears on any state criminal history check, for states you have lived in the last five years (e.g. theft, assault, DUI, MIP, others) you will be ineligible to participate in Camp Adventure Child and Youth Services. Also know that if you do not disclose a problem or issue on your federal form it is a felony, and if it later appears once your federal check is processed, the military will make the decision as to your participation even if you are in the field. We have no influence over their decision, and we have had students returned home under these circumstances.

If you have been fired from a job, have multiple traffic violations, and/or have a record with the campus police at your home institution: These types of items may appear on your federal background check, and may jeopardize our ability to place you in the field as your federal check may not clear. We request that you notify us of these types of issues before you move forward with the security check process. Note that information on your federal background check must be exactly accurate, as the process involves direct inquiries to the educational institution(s) you have attended, verification of degrees, work history, people you list who know you, former job supervisors and other information. Also note that you will want to carefully select the “people who know you” for their maturity and judgement, and to encourage them to provide a mature and responsible to inquiries about you, as this will be a consideration in your security clearance.
**Placement Process:**

### Veteran Placement Process:
Veteran placements are contingent upon the following:
- pending contract awarded - including number of positions per location
- pending satisfactory evaluations from the prior supervisor/trainers
- current efforts towards recruitment
- timely response and return on all paperwork/fee requests (including holding required certifications)
- Air travel departure site restrictions apply

**Please understand that veteran placements are specific and limited, we may not be able to place you in your top preference request.**

Program veterans can contact Tracy Carey at campa.placements@uni.edu with any questions or requests.

### Placement Status:
As you participate in the Camp Adventure™ program, multiple components of participation will be taken into consideration for your placement, such as training attendance, youth conference, certifications, homework assignments, class exams, paperwork and fees turned in (by assigned due date), security checks completed, passport completed, and other factors. This will be used in the overall placement process.

### Placement Order/Criteria:

1. **Students who will be placed first:** Veterans of Camp Adventure™ will be placed first.

2. **Students who will be placed second:** Non-veteran students who attend one of the 60-hour training programs at one of the staff development locations in CA, FL, OR, WA, OH or IA. Youth Conference is a vital part of this training. Aquatic staff (WSIs) as well as veteran and non-veteran Camp Directors will be placed as they become viable.

3. **Fall/Spring Interns:** All Fall/Spring Interns (veteran or new) will be placed once we receive your application, security paperwork, passport copy (or receipt of purchase), payment of fee.

### Criteria Used to Select Alternates:
Summer participants are given their placements early in the year and usually retain a placement if they fulfill their part of the process. For example, summer participants must attend training and all training events, including Youth Conference, hand in required materials, and obtain required certifications. Should a student not fulfill the requirements of the placement process by the specified dates, they could lose their placement and/or be designated as alternate status.

Students with alternate status may not have a placement in the event of contract reductions. The following criteria are used to move students to alternate status in the order listed:
- Students who are missing paperwork due.
- Students who miss more than 2 trainings (Youth Conference counts as two sessions)
- Students lacking required certifications

Although we strive to place our students in their top 5 placement preference, with their preferred friend, or accommodate an educational date restriction, there is a potential that we could over-recruit for our contract numbers or a contract could unexpectedly reduce after placements have gone out. In this case, if a student has followed all the requirements of the placement process they will be placed on the waitlist for if/when a placement they are eligible for becomes available.

### Contracted Services Start and End Dates:
Although summer program start and end dates may vary, participation at most sites will require you to leave as early as mid-May and return approximately mid to late August. The actual flight dates will depend on flight availability. While we try to place you in a location that will accommodate your school schedule, you may need to request to take your finals early. If you are on the semester system, you may be back to school a few days late. Most of our contracted dates are based on the DODDS (military) school year. If you need to leave late or return early, we may not have a placement for you. **Do not participate if you can’t stay for the entire contracted dates. Do NOT plan on coming home during the program dates.**
THE NATURE OF LATE CONTRACTS:
Most Camp Adventure™ contracts are negotiated every year; some contracts are awarded in a timely way and some are not. When we do not receive an anticipated contract, we must shift staff. Although new staff will be tentatively assigned to a site by May, you may be switched from your site more than once. We attempt to move people within the same continent once they have been assigned, but this is not always possible. Please do not have relatives or friends make plans to visit a projected site prior to your departure, and do not buy a Eurail pass before you leave for your site. Also, when contracts are late coming to us, you will receive your stipend and airline ticket late as well.

FINANCIAL AID:
Since Camp Adventure™ gives you a living stipend for food, and covers housing and airfare costs, financial aid is not available to you while participating in our program. Therefore, no Federal Stafford, Ford Direct Loan, Federal Perkins Loan and/or Federal Pell Grant funds are available for the Camp Adventure™ program. All students must pay program fees via the online payment portal at: www.uni.edu/campadv-d7/homepage

STAFF DEVELOPMENT/TRAINING:

REQUIRED STUDENT TRAINING:
Summer Participants: Upon acceptance into the Camp Adventure™, you will be required to participate in a staff development program. Summer participants will engage in a 60-hour spring training program known as Camp Adventure™ College, at one of our core training sites. The course includes school-age modules, basic youth development competencies, healthy behaviors, programming, risk management, child abuse training, blood borne pathogens, playground safety, as well as others. Program participants must be within a 1 ½ hour radius of training sites to be eligible to participate. Students will also be required to participate in a one-day May refresher training just prior to departure.

Out of state training programs are held in Eugene and Corvallis (OR), Pullman (WA), Toledo (OH), Chico (CA), Sacramento (CA) where U.C. Davis students train with students at SAC state, Tallahassee (FL) where Albany State (GA) and Ft. Valley State University students train with students at FAMU (Tallahassee, FL). There is a Camp Adventure™ Staff Development Coordinator for extended programs that will disseminate information regarding these programs.

Fall/Spring Participants: Upon acceptance into the Camp Adventure™, you will be required to participate in a Post-Acceptance Information Session as well as a Pre-Departure Information Session. These info sessions are held virtually and include topics such as, uniform, policies and procedures, day-to-day expectations, homework, etc. Fall and spring participants are required to complete online quizzes that cover required contracted module topics.

Training Modules:
Summer Participants: Summer participants are required to be knowledgeable regarding five (5) school age modules—Healthy, Safe, Guidance, Program Environment and Professionalism. These will be discussed in training, however you will need to be prepared to engage in additional review on your own time. We will provide you with a synopsis of these modules so that you can have these memorized.

Fall/Spring Intern Participants: Fall/Spring Interns are required to be knowledgeable regarding preschool modules and NAEYC Standards (National Association for the Education of Young Children). Fall/Spring Interns engage in an individualized training program as arranged by the Camp Adventure™ Intern Coordinator.

Child Abuse Certification: You are required to acquire Child Abuse Certification. You will need to provide to us proof of this training for your records. For students attending a core-training program at a partner-training site, or UNI Intensive Training, this topic will be included in your training.

WSI Training of Lifeguards: Please note the students with previous lifeguard certifications and experience should be prepared to be placed into WSI (Water Safety Instructor) training and positions if needed. You will gain valuable knowledge and skills, including additional aquatics expertise, and the ability to teach swimming lessons. Aquatic pull out trainings are provided throughout the training semester.

Supervisory Team Training:
Camp Director Training: All Camp Directors are required to attend a 4 ½ day training program at UNI in May or via distance learning at their home institutions. Camp Adventure™ will pay airfare to Iowa and housing for those attending training in Iowa.

Project Coordinator/Project Director Training: All Project Coordinators are required to attend a 2-day weekend training program at UNI in May. Camp Adventure™ will pay airfare to Iowa and housing.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS
Print Name: ___________________________Signature/Date: ___________________________ CA390
FIELD COURSEWORK/TUITION AND OTHER FEES:

FIELD COURSEWORK:
First Year Participants-Summer, Fall, and Spring:
Camp Adventure™ is a service learning program. As such, all first time participants are required to be enrolled in 12 credit hours, either graduate or undergraduate, through the University of Northern Iowa. First year participants will be required to complete experiential coursework due at the end of field participation. Completion of summer evaluations and program evaluations are included as a part of the required coursework. You will be given a coursework booklet prior to departure with detailed information on homework completion.

Second Year (or more) Participants-Summer, Fall, and Spring:
Camp Adventure™ is a service learning program. As a veteran of the program you are required to be enrolled in at least 5 credits for undergraduate students or 4 credits for graduate students. As a Veteran enrolled in partial credit hours, no coursework items are required to be submitted by you. You will be required to complete summer evaluations and surveys which will be submitted for you by field supervisors. If you want to be enrolled for more credits up to the full 12, you may, but you will be responsible for the additional cost and coursework.

University of Northern Iowa Students ONLY:
As a UNI student you are not allowed to enroll for more than 18 credit hours as an undergraduate or 15 hours as a graduate without approval for “overload”. If you choose to enroll in online courses in addition to the Camp Adventure™ credit hours you may do so. The following conditions apply:
- All courses must be online. On campus courses are not available to you.
- You may not be in “overload” status (more than 18 credits for undergraduates or more than 15 credits for grads) without approval from UNI. Graduate Overload approval forms can be found in you my universe. Undergraduate Overload approval forms can be found at registrar@uni.edu, then go to forms on the right side of the page, go to the last page and use the Undergraduate Student Request.
- It is you responsibility to get all the required approvals.

PLEASE NOTE: UNI does not have a limit on credit hours for overload once it has been approved. HOWEVER, please keep in mind working with children, while rewarding, can be challenging and tiring and they must be your primary focus. You should not enroll for so many credits that your first priority is not the children we serve.

Tuition and Other Fees: All program fees, including tuition, must be paid through the Camp Adventure™ payment portal at https://uni.edu/campadv-d7/.

The required fees are as follows:
- uniform fee (for new summer participants this includes a warm-up suit),
- course materials fee (new summer participants)
- liability insurance fee (actual 2020 amount will be posted to CA website by January 15)
- tuition

Other possible expenses:
- passport, if you do not already have one
- certifications
- immunizations
- health insurance (if you are not already covered) (actual 2020 amount will be posted to CA website by January 15)
- CISI Travel Insurance, which will be calculated and deducted from your travel stipend, as it is based on the number of days you are traveling and are on location, at $1.15/day. (For out of the country placements only)
- Please check Camp Adventure™ website (www.uni.edu/campadv/) or your Action/Fee Schedule in your paperwork packets for the exact fee amounts for these items, as they change from year to year.

STUDENTS WHO ARE ON ACADEMIC SUSPENSION, PROBATION OR PREVIOUSLY DENIED ADMISSION TO UNI:
Students who are under academic suspension at UNI or other are not eligible for participation in the program. UNI students on academic probation need to notify the Camp Adventure™ office immediately to determine eligibility.
FIELD COURSEWORK/TUITION AND OTHER FEES (Contd):

**Grading of Homework:** All homework must be electronically transmitted as directed in your Course Handbook. Your photo journal also may be electronically transmitted OR you may send a hard copy of your portfolio and checklist to our office, Attention: Dr. Janey Montgomery. Camp Directors, Project Coordinators and Project Director may NOT grade homework. Please keep a copy of all homework because if we do not receive it you will need to send another copy; we cannot give a grade for materials we do not receive.

**Policy Regarding Grades and Early Departure From Site:**
Withdrawal From Field Experience Courses--If you leave your site within 30 working days of your departure, you will be withdrawn from your classes, just as you would if a class was taken on campus. Tuition will be reimbursed in accordance with university policies based on the number of days you were on site.

Full Credit, No Credit, Partial Credit--If you leave your site after 30 work days, and prior to the end of your contract program your situation will be reviewed on a case by case basis according to the following criteria to determine whether you will receive full credit, no credit or partial credit. Criteria are: 1) length of time on site and absences to date 2) evaluations of Camp Director, Project Coordinator for time on site, 3) homework turned in, 4) reason for departure. Tuition will not be reimbursed. Students may not receive credit if they leave their site early due to disciplinary reasons.

**Students Who Need Coursework Graded and Recorded on RUSH Basis:** Students may submit a Request for RUSH Grading. Attached to the request must be a letter from the student’s faculty advisor, Department Head, Dean or Registrar’s Office stating the reason for requesting a rush. Dr. Janey Montgomery (email: janey.montgomery@uni.edu) an provide a rush request form.

**Certificate Program:** Interested participants in our summer program may earn a "Certificate in School-Age Care Leadership" by completing two summers of participation in Camp Adventure™ as well as other certificate requirements. The certificate will be permanently recorded on your college or university transcript. You must apply for this YOURSELF by going to [https://registrar.uni.edu/forms](https://registrar.uni.edu/forms) and selecting the form "Declaration of Curriculum"

**Departure Prior to Final Exams:**
Due to contract dates, some students who are on the semester system may depart for the summer program prior to the end of their academic semester. If you are one of these students, it is your responsibility to contact your instructors and work with them to ensure that all course requirements are completed prior to departure. We can give you an official Camp Adventure™ letter regarding this situation, should you need one contact campa.placements@uni.edu.

**Internships:**
Please note that Camp Adventure™ has a large number of internships available to new applicants, as well as veterans of our program, (veterans are individuals who have previously participated in the Camp Adventure™ program). We have fall and spring semester internships available in Germany, Florida, Hawaii, Bahrain and other locations. If you are a veteran of the Camp Adventure™ program, and are interested in internship opportunities in Europe, Asia, or the U.S. during the fall, spring or summer terms, and or extended postgraduate assignments overseas, please email us of your interest to Placement Team at email: campa.placements@uni.edu.

PROFESSIONAL BEHAVIOR, POLICIES AND YOUR SAFETY:

Professional behavior by Camp Adventure™ students and staff is essential if we are to achieve our vision of providing the very best in contracted child and youth services. Our vision is to "create magic moments for children that last a lifetime". In order to do this, professional behavior during both work and non-work hours is key. It only takes just one unprofessional incident during non-work hours to negate the hard work of an entire group of students at a location or in an entire region for the length of the program. Our vision of excellence starts with each one of us, in terms of personal integrity and respect for the children you serve, their parents, contract partners, other students and yourselves. You are child and youth workers, engaged in a professional endeavor. Students and staff at all Camp Adventure™ events and gatherings have a responsibility to model the highest standards in terms of personal behaviors, alcohol use in moderation, and professional demeanor and dress at all times. Failure to adhere to these guidelines may result in disciplinary action up to and including dismissal.

Do not put yourself in a vulnerable position overseas or in the U.S. You MUST use your good judgment and common sense to be safe while participating in Camp Adventure™. Be advised that being in an overseas or other new environment will require you to exercise additional caution. A large percentage of serious incidents that students encounter overseas are attributable to excessive alcohol use. If you choose not to drink, don’t let others talk you into it – be true to yourself, and be safe.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS

Print Name: ____________________________ Signature/Date: ____________________________  CA390
PROFESSIONAL BEHAVIOR, POLICIES AND YOUR SAFETY (Contd):

24-OUR COMMITMENT:
Working within a Camp Adventure™ program not only requires monitoring children during the day, but meetings and preparation time for camp during some evenings, weekends and/or holidays. You will need to expect that the first few weeks of camp may require substantial effort/planning outside of camp to get things running smoothly. Following this, your camp should develop a routine—some camps meet one evening during the week and Sunday night to plan their program, others make arrangements that work for them.

You may not take another job while on site with the Camp Adventure™ program. Our program requires you to be rested and prepared for each day. The Camp Adventure™ program is a team effort. It is expected that you will be tolerant, patient and respectful of other staff after hours as well as during the day. This is part of the 24-hour commitment that you make.

ALCOHOL/DRUGS:
Bars and Clubs: Our policy is that you do not visit military bars for drinking purposes and we advise students to be vigilant and use caution at bars that are on the local economy. If of legal age in the U.S., going to a club or bar is a legal activity, however students need to exercise more caution than they do in their local home areas. Drink moderately, no taking shots, no pub crawls, avoid hard alcohol drinks, get your own drinks and monitor your drinks, never leave with anyone met in a bar and use the buddy system to be sure that no one is left behind.

Drinks may be mixed more strongly than you are used to at home. Drugs that may be put in your drink to inhibit your awareness are always a concern; you should take a small sip of any drink including soft drinks and wait to see if you notice anything unusual before consuming more. We consider drinking excessively in any setting a safety issue for you, as you may make poor decisions that will jeopardize your safety. UNI student services staff recommends that you have one glass of water between every glass of an alcoholic beverage. Nearly ALL severe problems that students encounter (other than illness) are alcohol related. If you engage in excessive alcohol use you may be sent home.

Camp Adventure™ is a program that promotes good values and has strong, positive leadership; however, we cannot control dangerous elements that exist in any city or community – it is YOUR responsibility to ensure your safety. If you do drink, do so responsibly. Drink water between alcoholic drinks and refrain from excessive or binge drinking. Stay with a Camp Adventure™ buddy, and look out for each other. Being overseas can be very fun and exciting, but the locations you visit will have the same real dangers as any city. Be on guard and if you feel unsafe, contact your supervisor to help you.

Underage Drinking is Not Tolerated: Military bases have strict rules and guidelines regarding drinking age. Make sure that you are aware of the rules and regulations regarding drinking at your specific site. If you are underage in the U.S. (21), and are reported seen in a club or bar by MWR staff or parents, the military WILL require that you be sent home (e.g. Okinawa, Italy, Atsugi and some other sites are particularly stringent on this issue). Do not put your experience in jeopardy. Regardless of the visiting country’s drinking age, all Camp Adventure™ participants must observe the same drinking age that you would have in the states; that is 21.

Alcohol During Work Hours: Under NO circumstances are you allowed to drink on the job, or to offer alcohol to children or youth (this includes after hours). If you go to a restaurant with children during work hours you may NOT order a beer, glass of wine or other alcohol. Students who drink while on the job, offer alcohol to children or youth, or who associate at parties with youth who are drinking are immediately removed from the program. It does not matter how little the amount of alcohol involved, or even if a youth is of legal age (because of different laws in different countries).

You may NOT consume alcohol within 12 hours of working with children: This is a rule of the military, and Camp Adventure™. This means that if your camp starts at 8:00 a.m., you may not consume alcohol after 8:00 p.m. the night before.

Reporting Alcohol Abuse: All participants in our program (students and staff) are required to REPORT cases of alcohol abuse they witness involving other Camp Adventure™ participants, including inappropriate after hours behaviors regarding alcohol. This is a safety issue. Students in our program are adults, and all are over 18. We screen students in order to select a responsible group of individuals who will represent our organization well. We expect that you will also see yourselves as responsible adults in the field performing an important service, caring for children and youth.

Part of your responsibility as a participant in Camp Adventure™ is to ensure that you are adhering to all of the aforementioned alcohol policies. These types of behaviors are a SAFETY ISSUE for all involved, and you are required to report such behaviors to Domino Chumrley-Birch, by emailing her at Dominoa@uni.edu. We will protect your confidentiality. If excessive alcohol use is in evidence and you do not report it, we will consider it a performance failure on your part.
**PROFESSIONAL BEHAVIOR, POLICIES AND YOUR SAFETY (Contd):**

**Drugs:** Any student who is found by *Camp Adventure™* to be using drugs (including marijuana - it is not federally legal) in the field will be sent home, no discussion. Students, who do not report other students using drugs, may be assumed to be a part of the problem. Do NOT put yourself and your experience in jeopardy. If a student is caught by the military or if a local government police agency catches a student with drugs, the student is then subject to their laws. These penalties may be severe. The military has the ability to search your room at any time without prior notice and without a search warrant. Bases also have drug-sniffing dogs on site, which they use. In addition, maids employed on site to clean your room (a service provided at some locations) will report to the military any drugs they encounter in a room they are cleaning.

Once our headquarters office becomes aware of a breach in any policy by a student we will do one or all of the following: 1) notify the parents/guardians, and ask for their assistance in counseling the student, 2) counsel with the student and move them to another site, and/or 3) send the student home. The course of action will depend on the degree of the problem.

**Curfew/Check In:**
We have a Curfew/Check In System that is required by the military and *Camp Adventure™* for the safety and well being of students. These policies are also in place to ensure that you are rested and prepared for your program, to ensure that you show consideration for housing neighbors, roommates and others, and to ensure that you represent our program appropriately. For your own safety, you must strictly observe the curfews that are imposed by the military and *Camp Adventure™*. If your base has initiated a curfew related to weather (e.g. Typhoon) or other military enforced regulations, do NOT leave your quarters if so advised.

**Weekdays:** It is required that students check in with their Program Director or Project Coordinator and be in the vicinity of their housing by 10:30 p.m. (these notifications can be by text message, phone call or in person) on evenings prior to their work day. Students must notify their supervisors of their evening plans should they choose to leave housing. Note that if students have a flex schedule their work week may vary, e.g. Tuesday through Saturday, but the same process is applicable.

**Weekends:** Prior to traveling on the weekend, students must have submitted a travel log indicating where they are going, whom they are with, their method of transportation, and when they will be back at the end of their weekend. On weekends, like week nights, students must check in with their supervisor by 10:30 p.m. to let their supervisor know where they are and who they are with. Students must also check in on their weekend nights (evenings students do not have to work the following day) with the supervisor on duty again at 1:00 a.m. At that time they are required to be in their housing (this includes students engaged in off site travel). Note that the procedure may vary by site and circumstance; for example, the Camp Director may monitor the check in information and then follow their chain of command and notify the Project Coordinator of everyone’s safety each day. The Project Coordinator will in turn notify the Project Director. Students may also report directly to the Project Coordinator.

**Variations in Schedule:** Note that some staff will have consecutive days off other than Saturday/Sunday, for example Sunday/Monday; however, the same “weekend” curfew, check-in, buddy process is applicable for the two consecutive days off.

**Failure to Check In/Report to Camp:** If you choose to consistently disregard these guidelines, an incident report will be filed which may be cited as a cause for dismissal. Students must be rested and prepared to provide programs early in the morning during the workweek. Students share buildings and neighborhoods with military personnel, and you may have roommates. Your personal after hour behaviors and habits are your business when you are in your home area. However, you may need to observe reasonable quiet hours out of respect for your neighbors and roommates. If you do not check in, the military authorities may be notified, and your parents/guardians will be notified that you are missing.

If you are traveling on the weekend and have a problem that prevents you from getting back to your site on time, you must let your Camp Director know this. If you do not report to your program during your regular scheduled work hours and you are not in your room, your parents/guardians will be called and you will be reported missing to military authorities. If we do not hear from you, we must report you missing out of concern for your welfare.

**Absent/ Sick Days:** Supervisors are responsible for keeping a list of any students who leave early and/or have sick days, so that we can use this figure in the event we need to adjust the contract amount paid by your site at the end of the program. Please give this to your Project Coordinator or Project Director at the end of the program.

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**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS**

Print Name: ____________________________ Signature/Date: ____________________________
PROFESSIONAL BEHAVIOR, POLICIES AND YOUR SAFETY (Contd):

**Make up of Missed Time:** If student is absent from camp due to irreponsibility (e.g. did not get back from traveling) they will need to make up the time during the evenings or weekends, arranged in conjunction with the Camp Adventure™ supervisor and military point of contact. **Such occurrences may also result in dismissal.**

**BUDDY SYSTEM:** Staff may not leave their installation alone. At many bases this goes for military personnel as well. Students must have at least one (1) buddy (camp adventure staff member) with them at all times when leaving the installation. The only deviation from this rule is when they have a family member in the country and they are going out with their relative with permission from their supervisor. Staff also may go out with a friend who is not a Camp Adventure™ staff person, with permission of their supervisor.

Do not allow yourself to be in an isolated area with someone you are dating or have just met. Trust your instincts. If a situation feels uncomfortable extricate yourself from the situation, and if needed call your supervisor for assistance. Stay with a buddy even when going to public restrooms at night if you are at a restaurant or club. It is not advisable for you to be alone in an area with which you are unfamiliar.

**Strangers/Acquaintances:** Everyone knows to be careful of strangers; however, do not put yourself in a vulnerable situation with people you know either. Assault can occur at home or overseas among young people who know each other, are interacting socially and dating, often drinking, and in an isolated situation. In addition, there are inhibiting drugs in circulation, so watch your drinks carefully, including non-alcoholic drinks.

Always carry identification with you at all times as well as emergency contact information that includes the phrase “Please contact the following individual in the event of emergency” in the host country language as well as English. If you have travel orders, keep a copy with you when you travel off base.

**AFTER HOURS TRAVEL:**

**No Fly Rule:** Students are not allowed to fly on weekends to sightsee. Flight schedules are too unpredictable (e.g. cancelled flights) in terms of ensuring that students are back by 10:30 p.m. Sunday night, so as to be able to work with children by Monday morning. Trains or buses are reliable forms of transportation that may be used, air travel is not. We have had students who have flown on weekends to another country and HAVE NOT been allowed back into their home country and site.

**No Couch Surfing or AirB&B:** You are NOT allowed to engage in what is called “couch surfing,” or make reservations through Airbnb as advertised on some internet sites. This is where unknown individuals advertise rental of their “couch” and personal residential properties for overnight stays. This rule is for your safety. This practice is highly dangerous, and breaking this rule is grounds for dismissal. If the establishment you want to stay does not have a front desk it is not a suitable hotel or hostel. Any student who is aware of this behavior on the part of another student, is required to report it to Dr. Domino Chumrley-Birch (domino@uni.edu).

**Trips/Tours:** Military ITT or MWR tours are typically reasonable, safe and well organized, and are a good option for you to see and experience the culture. Be careful when selecting side trips and tours to be sure that they are reputable, and are recommended by military contract partners. When planning your own trips, you will be expected to submit planned details of leaving and returning with train/bus times and expected travel areas.

**Military Taxis Versus Non-Military Taxis:** Military taxis will take you right to your housing unit which is a safer way to travel at night; whereas non-military taxis must stop at the base gate and you will have to walk to your housing from the gate. It is safer to take military taxis; however if they stop running at midnight you will need to plan ahead to be home by that time.

**Driving/Rental Vehicles in the Field:** You may NOT drive in the field unless you have written authorization from Dr. Domino Chumrley-Birch, indicating that you are insured to drive. This applies to military, non-military (rental) vehicles (including mario cart simulated activities and mopeds), and vehicles owned/rented by civilian/military personnel. Some contract sites DO have our staff insured to drive and some DO NOT. The contract partners themselves may not know the scope of insurance for our staff but we do. Even if you are insured to drive in the field, you MAY NOT drive military vehicles for personal reasons either during or after hours. You WILL NOT be insured if you drive military vehicles after hours for personal reasons and get in an accident.

**Local Conditions:** Be sure that your local military Point of Contact (POC) orients you and your group regarding local conditions and your safety. The military circulates information regarding local area safety issues, it is IMPORTANT that you and your staff have access to these bulletins. Be sure that your Camp Director gets copies of these bulletins and informs you.

**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS**

Print Name: ___________________________ Signature/Date: ___________________________ / 10/2019

CA390
SOCIAL NETWORKING SITES SUCH AS FACEBOOK, SNAPCHAT, TWITTER:
Any items posted to social media may reflect on an individual’s suitability to act as a role model for children. Individuals may also be removed from the field for inappropriate postings to social networking websites. Pictures posted online that involve Camp Adventure™ are cause for categorizing a student or supervisor as no-rehire.

You may not post photos of others online without their written permission or parent/guardians’ permission (if under 18 years of age). This is for the safety of the children, and out of respect for Camp Adventure™ participants. This pertains to Facebook, Snapchat, Twitter, and all other social networking websites. Pictures of counselors may only be posted with written permission from that counselor. It is also important that the content associated with these pictures is appropriate.

You may not “friend” ANY children, youth or teens who participate in Camp Adventure™ on your social network(s). This is a serious issue; the military does not allow it and Camp Adventure™ does not allow it. Nor are you allowed to email children and teens. Communications with Camp Adventure™ children via email or social networks is grounds for removing student interns or supervisors from the field, especially without parent permission.

Social Media Location Check-Ins: Snapchat, Twitter, Instagram, and other social media sources are commonly used. Students are encouraged to be careful when checking in on these and other social media outlets by NOT posting their exact location when out traveling. Posts like these make it easier for predators to locate you, especially when in a remote location. Apps such as Tinder and other similar sources for meeting strangers in your geographical location are NOT to be used.

Your Small Decisions May Have Large Consequences: It is VERY important that you make GOOD decisions when you are in the field. Small decisions to break or bend the rules, to engage in high-risk behaviors, or to ignore advice to act in moderation, may have large consequences in terms of your experience, your safety, as well as consequences for your friends and family. Make good decisions, both large and small.

HARASSMENT:
General Harassment: Camp Adventure™ has the expectation that our students will be treated with respect in the field by our staff and supervisors, and by military staff and supervisors and other contract partners. Keep us informed if this is not the case, as you deserve respect. Conversely, it is your responsibility to treat your supervisors with respect and courtesy, to be customer service oriented, and to perform with a high degree of accountability, punctuality, and capability. Our job in the field is to solve problems for the military and our other contract partners, not to cause problems.

Sexual Harassment: Report any incidences of sexual harassment to your Project Coordinator. If you are not satisfied with the outcome, call Dr. Domino Chumley-Birch at our Camp Adventure™ Headquarters Office in Iowa for assistance directly. You may also report your complaint directly to UNI Compliance and Equity Management to Leah Gutknecht (leah.gutknecht@uni.edu).

CRIMINAL ACTIVITY:
The military mandates that students who engage in criminal activity of any kind are returned home immediately. If you are arrested Camp Adventure™ has no jurisdiction to help you with the military or the local government.

PROGRAM PER DIEM AND HOUSING POLICIES:

PER DIEM:
You will receive a living stipend (per diem) for your food of $175/week, or approximately $750/month. All housing and airfare costs are pre-paid (per contracted dates). You receive $25/day only for the total number of days you are on site. If you leave before the end of the program for any reason, you must reimburse your stipend to the State of Iowa for the days you are not there.

No salary is paid for the Camp Adventure™ experience, therefore you will not receive a W-2 Form. You can obtain the 1098-T form via the UNI website as it is considered financial aid. If you wish to travel extensively to other countries, e.g. on a Eurail pass, you will need to bring additional funds.
INCIDENTAL PROGRAM EXPENSES:
During the program you may have small incidental expenses. You must plan to bring additional funds to handle these incidental expenses. Other expenses that you may be responsible for, depending on your location, are: cell phones, baggage charges, etc. You also will need to pay a room/equipment deposit of $20 (room/equipment deposit is refundable at the end of program if your room is clean and keys and equipment are returned). Such expenses are not covered by our contracts and therefore, not covered by Camp Adventure™.

Camp Adventure™ pays your initial round trip airfare, living stipend and housing on site only. If you have been approved to be reimbursed for an unusual item, e.g. an airfare ticket change that we request, these reimbursement requests are due to the Camp Adventure™ office by October 1, or one month after the program ends. We cannot reimburse items after this date. Project Coordinators and Directors do not receive funds for camp expenses, but for their own housing, per diem, and camp related travel costs. Please DO NOT ask them to assume miscellaneous unauthorized costs. If you do not bring contingency funds, do not expect others to pay for unusual expenses.

PROGRAM LOCATION/TRANSPORTATION:
We are at more than 80 sites and they all have different attributes, benefits and advantages/disadvantages. Some sites are close in proximity to each other or to cities and others are in more remote locations; you will need to adapt to various sites and situations in terms of location and availability of transportation. Some sites may not have easy access to transportation during non-work hours. Working with MWR staff or parents to get transportation to a train station, using pre-packaged military tours to local tourist areas and other means may be necessary to see the area you are at.

A few sites are situated such that your experience may be largely confined to the immediate surrounding community. Sites may have other unusual requirements that you will need to adapt to; for example, some sites have an early evening curfew, transportation to and from work, and access to groceries. All sites have a curfew, check in policies and use the buddy system. This is for your safety.

ON SITE TELEPHONE CALLS AND CELL PHONES:
Camp Adventure™ does not reimburse on site phone calls or unanticipated miscellaneous expenses associated with camp for Camp Staff, Camp Director, Project Coordinator or Project Director. We cannot reimburse any expenses at the end of the program unless they have been approved in advance in writing by Susan Edginton, at Camp Adventure™ Headquarters. If you need to talk to Headquarters, a Project Director or Coordinator, call briefly and ask us to call you back.

Cell Phones and Safety: You are required to purchase a cell phone overseas at a cost of approximately $75-150 (including prepaid minutes or monthly plan) and to register the number with your supervisor. The cell phone must have a number from the country you are placed in. You cannot use your current number/plan with an international phone plan unless you are both able to communicate via call and text. This is for safety reasons, as there have been compatibility issues in the past with students/supervisors unable to get in contact due to differing plans. Typically, students can purchase a SIM card to make calls out at their cost as needed. Students must have a functional phone and have minutes until the day they depart.

MOVEMENT OVERSEAS:
Although you will be placed at a site in the US or overseas, please expect that you will be moved if the ratio of staff to children at your site is low. If there are not enough children at a site, we will move you to a site where you will be better utilized and where you are needed (if you are in Europe you will stay in Europe, if in Asia, you will stay in Asia, if you are in the US you may stay in the US or go overseas).

HOUSING:
Your housing during the program will vary from very basic to very nice. Our contract partners obtain housing based on availability, students housed in units such as: barracks/dorm style, apartments/townhouses, or hotels. You should be prepared for any of these situations. Shift of military troops can impact the housing available to us, and we must be flexible.

Minimum Housing Expectations: Our program has minimum housing expectations for students. We depend on our military contract partners to arrange suitable housing. We require that housing be:
- safe
- clean/free of infestations
- have beds (not an air mattress), bedding, dresser or closet
- access to showers/bathroom
- a microwave or stove
- access to a refrigerator
- door locks/key for each occupant
- proximity to a grocery store, or transportation once a week to get groceries
- reasonable proximity and/or transportation to the youth center.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS
Print Name: ________________________ Signature/Date: ________________________
If you do not have any of these basic items, contact your Project Coordinator or Director, or our HQ office immediately and we will assist you. Your safety and comfort are important. If on arrival your housing is not suitable, please allow our staff time to correct it.

**Housing/Cleaning Deposit:** You are required to pay a $20 housing/cleaning deposit to your Project Coordinator and/or Project Director upon arrival at your location. Approximately a week prior to the end of your program, a Camp Adventure™ supervisor and your site’s Point of Contact (e.g. military supervisor) will inspect your room and the $20 amount will be returned to you if your room passes inspection. Your room will be periodically inspected for cleanliness during the course of your stay.

The military values order and cleanliness, and it is important to keep your housing clean. Students who abuse the privilege of military housing may be asked by military authorities to leave, or may be moved to less desirable housing; this has happened. If your housing is found to not meet the requirements of cleanliness, you will be asked to clean it in a timely manner and you will be inspected again. Noise in and around your room need to be kept at an acceptable level, such that others are not disturbed. It is especially important for students in family housing to show consideration for military families in the complex, including small children.

**Housing/Dating:** It is our policy that you sleep in your own room and do not have any individuals sleep in your room that are not assigned to your room, including members of the opposite sex or of romantic interest, and that you do not engage in public displays of affection. Your personal behaviors will be observed by military personnel, and may be reported to us as well. Students have been sent home for inappropriate after hours behaviors at the request of the military. Represent yourself and us well. Camp Adventure™ policy does not encourage dating of military or MWR personnel.

You are also not to be in other military housing unless authorized by your site supervisor or point of contact. Camp Adventure™ students may not stay in the homes of parents or points of contact at their site. The only exception to this policy is when “homestays” have been arranged by Camp Adventure™ in cooperation with our contract partner, due to housing shortages. When “homestays” are approved, families are screened in advance to ensure a positive experience for students. We prefer that students interact with, and support one another during the short time they are overseas.

**Roommates:** It is not appropriate under any circumstances for a roommate to have a person of the opposite sex in their room or a person of romantic interest, and then ask the other roommate to leave. If this situation occurs, contact your supervisor, or call/email Dr. Domino Chumley-Birch (domino@uni.edu) at our headquarters office and we will intervene. This is an unacceptable safety issue for the roommate asked to leave, with nowhere else to go. Students need to sleep in assigned rooms, and other individuals of any gender should not be in rooms to which they are not assigned.

**APPEARANCE STANDARDS/UNIFORM:**
You are expected to adhere to appearance guidelines both in training and in the field as outlined in the Camp Adventure™ policy, and as outlined in military dress code/guidelines as it relates to civilians. Camp Directors and Project Coordinators should not spend valuable time in the field dealing with issues related to wearing the appropriate uniform. The Camp Adventure™ Uniform Policy is not open for discussion.

You are expected to dress appropriately during non-work hours as well. As mentioned, military bases have appearance guidelines for all personnel on base, and you will need to adhere to those guidelines. Military guidelines address issues such as not wearing torn or ripped clothing, cleanliness of clothing, appropriate modesty and other rules.

**Wearing Your Uniform When Traveling:** We require our students to dress in their full Camp Adventure™ Uniform as they exit the security area of the airport. This way, those picking you up can recognize you as a Camp Adventure™ student.

**Do Not Wear Your Uniform After Work Hours:** The military has requested that Camp Adventure™ students not wear their uniform after work hours. Please observe this request.
TOP TWELVE (12) CONTRACT PARTNER CONCERNS

PREVENTING THE TOP TWELVE (12) CONCERNS OF OUR CONTRACT PARTNERS:
Please develop at your site procedures to avoid the top twelve concerns of our contract partners. They are listed below with greater detail to follow:

1. Poor accountability of children
2. Failure to clean-up site facility
3. Incidents identified as child abuse
4. Insufficient application of sunscreen resulting in burns
5. Poor field trip supervision
6. Not using the program manual
7. Poor use of transitions between activities
8. Poor communication with site staff
9. Poor parent relations
10. Poor behavior management
11. Poor clean-up/maintenance of personal quarters
12. Poor after hours behavior

1) Poor accountability of children (you need to know where your children are at all times, have systems for tracking and put in place sign in/sign out procedures
   a) Child/Counselor Ratios: If you are working with children and have a ratio above the contracted ratios for Camp Adventure™, it needs to be examined immediately. If your Camp Director, Project Coordinator or Project Director is not able to help you reduce the ratio to an acceptable level, call the Camp Adventure™ Headquarters for assistance. This is an issue that impacts the safety of children. Be aware that the vast majority of our contract partners are very supportive and caring of our students. Let us know if a contract partner increases ratios beyond acceptable standards or if they ask staff to work unusually long hours. Call or email Dr. Domino Chumley-Birch at 319-273-7973 if child/leader ratios are excessive.
   b) Reasonable Ratios: Reasonable ratios are 1:4 for infants, 1:5 pre-toddlers, 1:7 toddlers, 1:10 preschoolers, 1:10 or 1:12 for school age children 6-12 years of age (unless the contract designates otherwise), and 1:15 for teens (occasionally there may be an extra child or two, but not on a regular basis).
   c) Reasonable Work Hours: Reasonable work hours include an 8-hour day, as well as a 1-hour lunch with the children. Staff should have off two consecutive days each week – either a weekend or two other consecutive days. Also, staff should help with a few special events during the program, which may occur during evenings or weekends – for example, a Dessertfest, 4th of July, Friendship Day, or other similar event. Your Camp Director should have information regarding which event assistance has been requested by your site.

2) Failure to clean-up site facility
   a) Cleaning of Facility: You are responsible for cleaning your site facility daily, and throughout the day, as activities are conducted. You will be evaluated on this during the program. In addition, you and other staff at your site are responsible for clarifying with your military contract partner what your responsibilities are for cleaning, and what part of the cleaning they do, so that the facility is in good order at all times. You may be asked to engage in routine maintenance such as sweeping, mopping, returning materials to shelves, and wiping down eating areas with bleach solution. Aquatics staff could be asked to engage in further routine maintenance as is appropriate for an aquatic facility.

3) Incidents identified as child abuse (be gentle and patient with children and do not grab them, pull on them, strike them, wrestle with them, yell at them or tease them)
   a) Preventing Child Abuse Allegations: There are several actions you should take to protect yourself from child abuse allegations.
      Please consider the following:
      i) Never allow yourself to be alone with a child, and DO NOT have a child or children in your room under any circumstances
      ii) Do not accept offers to baby-sit after hours
      iii) Never travel by yourself with children in a vehicle as this will trigger an automatic investigation
      iv) Be careful in administering suntan lotion, let the child administer it with the assistance of another child
      v) Give side to side hugs, rather than full frontal hugs
      vi) Be careful of swimsuit areas when playing in the pool, and don’t let children hang on you
      vii) Do not have inappropriate or pornographic materials in your room or on your person, and do not show such pictures to children or teens
      viii) Do not discuss issues related to sex, or safe sex, with children or teens
      ix) Do not email or write to children privately, or call children privately, as YOU WILL BE SENT HOME for this
      x) Do not throw things at children, e.g. balls, water balloons, other items
xi) Do not allow children to hang on you or play with you in a rough physical manner, be nurturing and positive but maintain your role as a leader
xii) Do not strike, push, or pull on children even in a playful way
b) After Hours Communication With Children: Please note that staff may have NO contact with campers (children) after work hours. Staff may NOT email, call, baby-sit, or socialize with children. Unfortunately, these types of activities can be subject to misinterpretation and may initiate a child abuse investigation. If a counselor wants to write a child, the correspondence should be addressed to the parent, who will forward it to their child. If a family invites staff to dinner and the invitation is accepted, ensure that parents are in the room at all times.

c) Mandatory Child Abuse Reporters: Also note that military staff are mandatory child abuse reporters. This means that they are obligated to report any child abuse they witness by our staff (including yelling at children, grabbing a child by the arm, other aggressive behaviors). Be assured they will be observing you at all times – that is their job.

4) Insufficient application of sunscreen resulting in burns (sunscreen will wash off, you will need to reapply often)
a) Please refer to ‘Incidents Identified as Child Abuse’ section a-iv.

5) Poor field trip supervision (you MUST have a written roster and count children ON and OFF the buses)
a) Van/Bus Communication: When program staff use a van to augment bus travel on field trips, it is important to coordinate communication with cell phones, or walkie-talkies. If counselors are traveling in multiple vehicles one counselor/director in each vehicle must have a cell phone to communicate with each other. Please coordinate this with your Project Coordinator. They may need to work with the local point of contact to facilitate this. Clarify the rules and procedures for field trips with your point of contact.

6) Not using the program manual
a) Providing a Quality Program: It is your responsibility to provide the program in your program manual. This includes but is not limited to: thematic units, posters, 3-D decorations, themed arts and crafts, developmental/educational activities, transitions, interest areas, choice time, STEAM/STEM programs and other activities. Your military Point of Contact will be asked to keep us advised as to whether you are providing the Camp Adventure™ model program. Do not deviate from the program in your manual, other than in terms of scheduling that meets the needs of your contract partner. Be flexible to meet the needs of your contract partners; counsel with your Project Coordinator if you are unsure. Please note that some parents we serve in the program object to program content that is related to religious or mystical/occult beliefs, such as Halloween, Haunted House, and other similar content. You are required to prepare for your programs in advance and your Camp Director must meet with your military point of contact the week prior to each theme week to go over your plans (there is a form for this which your Camp director will have). Good communication is key.
   i) Note: Do not play Dodgeball with children under any circumstances, as it can result in serious injuries. If your Point of
   Contact wants to play this game, inform them that Camp Adventure™ does not allow staff to play it and offer an alternative
   game.

b) COA (Council on Accreditation): The Council on Accreditation (COA) Standards must be used in the youth field. These are
   guidelines designed to assist you in providing quality programs. Many of the standards will support your efforts by ensuring that
   reasonable ratios of staff to children are maintained, facilities and grounds are maintained and other types of support for your
   efforts. Read this resource thoroughly and use this resource throughout the program. One of the most important sections of the
   standards, which you should focus on, involves child/leader interaction.

c) National Program for Playground Safety “Kid Checker” Program: Camp Adventure™ supports the National Program for
   Playground Safety (NPPS) “Kid Checker” program. Our supervisors and staff work with children at each site to check
   playgrounds for safety and to report any problems or issues accordingly to the National Program for Playground Safety. Project
   Coordinators and Camp Directors will be trained to complete this program and corresponding forms and submit them to our office
   at the end of the program. There is also an “Aquatic Kid Checker” for children in swimming environments that you should
   implement as well at your location when engaged in aquatic programs.

7) Poor use of transitions between activities (do not allow children to sit while you decide what activity is next);
a) Accountability During Transitions: Please make sure to use proper accountability checks during transitional times. For example:
counting heads/name to face when exiting and entering a new area, sweep the area in which you are leaving to make sure there are
no children hidden from view, if possible utilize counselor sandwiches. Make sure to utilize the thematic transitions every time to
assist you with camp child focus from one activity to the next. These transitions will be taught throughout the training process.

8) Poor communication with site staff (constantly communicate with contract partners to meet their needs)
a) Supporting the Needs of Contract Partners and Children: One of your roles is helping your site’s children and contract partners to
meet their needs. To do this you will need to communicate effectively, be flexible and have a professional, positive attitude. Staff
at your location may be undergoing burnout or stress, you could be asked to manage more tasks in order to alleviate this stress.
   i) Inspections: All military locations undergo regular inspections for various reasons. Please make sure you are doing
   everything you can to assist the center staff during inspection times.
**TOP TWELVE (12) CONTRACT PARTNER CONCERNS (Contd):**

9) **Poor parent relations** (be sure to greet parents in the morning and evening and give them information about their children, do a Dessert fest)
   a) If you have a parent complaint:
      i) Listen until the parent has fully explained the problem
      ii) Echo back to the parent what you think you have heard
      iii) Let him/her know that you regret that the incident has occurred and has caused concern
      iv) Offer a solution so that the problem does not re-occur.
         (a) Do not delay or deny that a problem is occurring. Inform Camp Adventure™ supervisors immediately if a problem becomes uncomfortable for you to handle. A parent complaint is not a reflection on you or your staff – they happen. At Camp Adventure™, we handle issues as quickly and professionally as possible within our organizational structure. We have a policy of full disclosure with our contract partners; however, this process needs to take place through our chain of command.

10) **Poor behavior management** (use attention-getters, constantly set expectations of children, comment on positive behavior, counsel children on negative behavior away from the group). Do not use candy as a behavior management strategy ever.

11) **Poor clean-up/maintenance of personal quarters** (this was the #1 concern in Army Europe)
    a) **Cleaning of Personal Quarters:** Students are responsible for keeping their personal rooms clean. We have a policy of passing related costs to students for rooms that are left dirty and in disrepair. If your roommate is uncooperative in terms of leaving your room clean, let your supervisor know as soon as possible so that they can intervene on your behalf and so that you will not be charged. You will be required to pay a deposit at the beginning of your program of $20, which will be reimbursed at the end of the program once the cleanliness of your room is inspected and approved.
       i) **Preparing to Leave:** Pack completely one week before departure, leaving out only clothes and toilet articles for one week so that your packing and clean-up is not last minute and poorly done. Your military point of contact, and/or your immediate supervisor will check your room for cleanliness before your departure.
       ii) **Payment of Bills/Fees:** Make sure that you pay any library fees, phone/internet bills or medical bills that you owe prior to your departure. You will be billed for these when you get home if they are not paid. If they are still not paid, the bill is sent to collections, and will appear on your credit record as an outstanding invoice from a state agency.

12) **Poor after hours behavior** (e.g. noise, coming in late, excessive alcohol use, lack of consideration of neighbors).
    a) **End of Program Behaviors:** It is important that we leave our contract partners with a good final impression as students finish up their work at the end of their program. Please make an extra effort to manage your housing, facility, relationships with professional points of contact, parents, and after hours behaviors at the end of your program in a professional manner. The way these things are managed just before you depart will impact on the satisfaction of points of contact, parents and others.
       i) If you are invited to going away barbecues by your point of contact, e.g. military staff, remember that you are in a professional situation. If alcohol is served in these situations, you should abstain, Camp Adventure™ students and staff are not allowed to drink at any professional functions.

**END OF PROGRAM/MORALE:**
The majority of Camp Adventure™ program problems and issues occur the last three weeks of the program. This is because students get tired, and may not work as closely as a team. It is important that students at your site anticipate the last three weeks, and schedule team-building activities (e.g. BBQs, Dessertfest, potluck, group activities) to avoid end of program morale issues. Barbecues, potlucks and Dessertfests also help to stretch the food budget of students at the end of the program. Focusing on end of program special events can be a positive way to end the experience.

**SUPPORT EFFORTS OF FIELD SUPERVISORS:**
Please show appreciation for the support your field supervisors provide you. These individuals have a difficult, challenging but rewarding task. They often work long hours, manage field logistics, engage in difficult and stressful problem solving and provide in-service training assistance. They are the liaison between students, on site staff, Camp Adventure™ Headquarters, parents and others. They have your interests at heart, and must also ensure that our contract requirements are met. Show them your appreciation as they attempt to support you and to meet your needs, by treating them with respect, patience, and by extending positive acknowledgment.

**FIELD TRANSPORTATION SUPPORT:**
Some Camp Adventure™ supervisors have rental vehicles for the purpose of transporting students on a regularly scheduled basis to obtain groceries/necessities and medical reason on the local economy. This has been done, as many sites do not have commissary support. Work with your Project Coordinator to obtain the schedule for pick up and transportation at your site to get your groceries, usually weekly.
AIRLINE TICKET DISBURSAL:
All airline tickets are the property of the University of Northern Iowa. They are designated to each student prior to their departure date to travel to and from the U.S. for the purpose of Camp Adventure™ related duties. Any change in travel dates must be approved by Camp Adventure™ Headquarters.

E TICKETS:
You will be issued an “E ticket” for your travel. This means that you will receive an itinerary with an E ticket number on it. If you give this number to the ticket agent when you report for your flight they will generate a ticket for you at the counter. It is important that you confirm your flight information 48 hours prior to departure. If you detect a problem call our office immediately so that we can resolve the issue before your scheduled departure. If you have a problem with your E ticket, call Melissa Petersen 319 273-7974 (during work day) or the Camp Adventure™ Emergency cell at 319-504-9389. (available 24-hours a day to manage travel issues.)

Some exceptions to the travel extension policy will be made for overseas student teachers, exchange students, and other limited cases. Students who have requested and have been approved to come back early, may need to pay a fee to change their ticket. Since we reserve our air travel space months in advance, and space may have already been reserved for you to return with the group. If this is the case, we will purchase your ticket for the original date booked, wait list you for an earlier return, and you will need to pay the ticket change fee when the wait list clears.

If you choose not to return with your group, Camp Adventure and the University of Northern Iowa will no longer be responsible for your travel and housing arrangements. You may not work at your site or continue to stay in contracted housing beyond the end of camp when our contract ends. If you have a job prospect, you must return home on your Camp Adventure™ ticket, and your new employer must fly you back. You may not cancel your return flight; tickets are purchased at a group rate and we cannot accommodate this change. If you extend your stay beyond the camp end date, you will need to renew your student health insurance policy (if you have purchased one) in order to be covered. See your policy for information. In addition, we will you to arrange to have the following documentation sent to your Camp Adventure Project Director that verifies you and your parents understand and approve of your plans.

- An email from you (the student) indicating that you understand that you are personally responsible for making the changes with the airline, and that Camp Adventure and the military are no longer responsible for you after your contracted dates, that you have sufficient funds for the ticket extension and travel, and that you take responsibility for abiding by laws and regulations of the countries you are traveling in including immigration/visa paperwork (if applicable) to cover your extended stay.
- An email from your parent indicating that they are aware of and approve of your plans, that they are aware of your new return date and have made arrangements to pick you up.
- A copy of your new return schedule provided to your Camp Adventure Project Director to ensure changes are made regarding your departure information.

Confirming Your Travel Home: You must confirm with your air carrier your travel home 96 hours in advance of your departure, or you may be bumped from your flight and lose your seat. If your Project Coordinator is re-confirming your flight for you, check that they have done so.

Unexpected Program Withdrawal: If you have an unplanned event after your ticket has been purchased and you are unable to travel we are able to check your airline’s policy regarding the charge to you. For example on United’s website, it indicates: “Ticket refunds will be provided in the event of death and, in some cases, illness. This applies to all tickets, including revenue, MileagePlus award tickets, promotional, bulk and net fares.”

In order to check on the specific airline policy for your ticket we will need copies of a doctor’s note which has information about an injury & treatment and/or confirmation of death in the case of a relative. If you are unable to travel as planned but will be able to travel to the field for Camp Adventure™ at a later time within one year, it may be possible to defer and use your same ticket at a later time. In which case you would not be required to pay for the ticket already purchased.

CHECKING YOUR TICKET WHEN DEPARTING FOR THE FIELD/ RETURNING HOME:
It is your responsibility to ensure that your ticket is correct. Do not assume that your airline ticket will be for the date you were given as a tentative departure date during placement discussions. Your tentative flight departure date may be changed due to flight availability. Once you receive your ticket, you will need to confirm your ticket status by going online or calling the airline directly for accuracy. Make sure to check to see whether you are leaving am or pm – we have a few flights that leave at an odd time of day, e.g. at 12:00 am (midnight). Finally, please check to be sure your ticket is for the correct location and that you have tickets for all of your connecting flights.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS
Print Name:________________________Signature/Date:________________________

Rev: 10/2019
CA390
DATE RESTRICTIONS: EARLY OR LATE, LEAVE/RETURN:

Ticket Extensions: We are often asked to customize travel arrangements for individual students. Although we want your experience to be all that you hope it will be, our role is to make travel arrangements for you in accordance with our contracted dates. We place you at a particular site and make your round-trip travel arrangements to and from that site in close approximation to the start and end dates of our government contracts. If you want a travel extension, you will need to extend your ticket yourself; once you get overseas, at your own expense. There is no guarantee that you will be able to change your ticket, as some tickets have restrictions that prevent any changes to them.

We cannot book travel so that it extends beyond the date the group returns. If you choose to extend your ticket you may also have additional costs related to; hotel costs, airport shuttle, personal health insurance, and transportation to the airport. Personal changes that you wish to make must be made with the airline directly. If they are unable to assist you, neither Camp Adventure™ nor our travel agent(s) are able to assist you.

In some locations (ie. Germany, Italy, Spain, The Netherlands), you may have visa issues as well; that is, you cannot extend your stay beyond 90 days without completing the requirements for a visa, or a visa extension. We are not able to assist you with this process for personal travel, it is your responsibility. Again, this extension may not be possible due to the requirements of that countries visa regulations.

Ticket Extension Policy: If you choose not to return with your group, Camp Adventure™ and the University of Northern Iowa will no longer be responsible for your travel and housing arrangements. You may not work at your site or continue to stay in contracted housing beyond the end of camp when our contract ends. If you have a job prospect, you must return home on your Camp Adventure™ ticket, and your new employer must fly you back. You may not cancel your return flight; tickets are purchased at a group rate and we cannot accommodate this change. If you extend your stay beyond the contracted end date of camp, we recommend that you check your health insurance for coverage. Student health insurance (through UNI) will not be available to you past the end of your contracted dates.

In addition, we will need you to arrange the following documentation sent to your Camp Adventure™ Project Coordinator/Director that verifies you and your parents understand and approve of your plans.

- An email from you (the student) indicating that you understand that you are personally responsible for making the changes with the airline, and that Camp Adventure™ and the military are no longer responsible for you after your contracted dates, that you have sufficient funds for the ticket extension and travel, and that you take responsibility for abiding by laws and regulations of the countries you are traveling in including immigration/visa paperwork (if applicable) to cover your extended stay.
- An email from your parent/guardian indicating that they are aware of and approve of your plans, that they are aware of your new return date and have made arrangements to pick you up.
- A copy of your new return schedule provided to your Camp Adventure™ Project Coordinator/Director to ensure changes are made regarding your departure information.

Date Restrictions: Should you have a date restriction (ie student teachers, RA’s, study abroad participants, etc.) please contact the Placement Team at campa.placements@uni.edu in order to get your travel approved for early/late departure. Considerations will only be made on a case by case basis, only for academic reasons, and with advance notice and documentation. Students who have requested to come back early, (and been approved) may need to pay a fee to change their ticket if they have not given advance notice.

EARLY DEPARTURE FROM SITE - DISCIPLINARY REASONS:

If you choose to leave your site early or are asked to leave because of disciplinary reasons (by the request of Camp Adventure Headquarters or the Military) before the end of camp, you will be required to pay back the remainder of your stipend for the days you are not on site and for the cost of your airline ticket. If you are having problems severe enough to consider leaving your site early, you need to work with your Project Coordinator, Project Director and Camp Adventure™ Headquarters first to look into other solutions, such as intervention or movement to an alternate site. We will try to work with you.

If a student leaves their site early without authorization and remains in the country, it is our policy to notify the student’s parents/guardians and our military contract partner. Typically, the military withdraws access to base privileges, housing, and military identification, as the student is no longer affiliated with the military and not entitled to using military identification/resources.
TRAVEL INFORMATION (Contd):

Due to the nature of our contracts, if a student (or students) are asked to return home for disciplinary reasons at the request of the military, Camp Adventure Headquarters may not be able to intervene on the students’ behalf. We will attempt to assist students through the process to ensure a smooth transition home and possible relocation depending on the severity of the situation.

EARLY DEPARTURE FROM SITE - ILLNESS, FAMILY EMERGENCY:

Emergency Procedure/ Illness or Death of an Immediate Relative: In the event of serious illness or death of an immediate family member (parent or sibling) Camp Adventure™ will pay for you to return home. You will need to provide our organization with documentation regarding the illness or death, e.g. a letter by a physician on letterhead stating the nature of the emergency, documentation from a funeral home, or verification through the Red Cross. We can assist you in working with the Red Cross. Such documentation helps us in working with the airline to book space for you quickly and without change fees.

Emergency Procedure/ Illness or Death of Other Relatives: In the event of serious illness or death of a relative who is not an immediate family member (e.g. grandparent, aunt, uncle), Camp Adventure™ will assist you to return to the states, but our organization is not able to cover your expenses for this. Either you will need to cover your own expenses up front, or agree to reimburse Camp Adventure™ for the costs associated with your return to the states. If you have a relative in ill health, and are concerned that you may have to go home during the program, do not go overseas. You should plan to participate in Camp Adventure™ in future program.

Students, who leave their site early, for any reason, must return to Camp Adventure™ their unused daily per diem for the remainder of the program (prorated at $25/day for the days not on site). Our expectation is that your decision to participate is based on, to the best of your knowledge, your commitment to assist us for the program dates specified.

DISRUPTION OF TRAVEL:

In the event of an Act of God, such as a typhoon, which makes it impossible for you to catch your return flight, we will work with you to get you on a later flight as soon as space is available. Please make sure you are doing everything possible to assist us in this process by going to the airline help desk for assistance rebooking your ticket. In most cases, they will have a set plan in place and our assistance won’t be needed. In such an event, your arrival to your location or return home may be delayed.

If you miss your flight or if your flight is delayed, there are policies you must follow. Note that you must call our office to rebook flights for you. Contact information for individuals who will assist you with travel problems is on our main office number 319-273-7681.

Delayed Flight: Call Camp Adventure™ immediately if your flight is delayed so that we can notify the people picking you up. Our contract partners at the other end may be driving long distances to pick you up, and we need to notify them if you are arriving at a different time.

Cancelled/Missed Flight: If your flight has been cancelled or if you have missed your flight, Camp Adventure™ will assist you in rebooking your flight. Do not leave the airport, please go to your airline customer service desk to get assistance in rebooking your flight. If your airline is unable to rebook you in a timely manner, please contact Camp Adventure™ for further assistance in rebooking.

You must take responsibility for ensuring that you are working with the airline and Camp Adventure™ staff through out this process. Make sure notification has been made to the people picking you up that your flight arrival has changed. Call Melissa Petersen (319) 273-7974 (during work day) for assistance. A secondary contact is the Camp Adventure™ Emergency cell phone at (319) 504-9389. They are available 24 hours a day. In the event of this type of travel emergency, and if you are unable to reach Melissa Petersen, or the emergency oncall, your last resort will be to call the UNI Department of Public Safety, who will route your call to another Camp Adventure™ staff person.

AIR TRAVEL DEPARTURE HUBS:

The major hubs from which we depart are: Birmingham, Cedar Rapids, Des Moines, Spokane, Orlando, Indianapolis, Chicago, Atlanta, Miami, JFK in New York, Portland, San Francisco, Los Angeles, Seattle, Minneapolis, Detroit, St. Louis, Dallas/Ft. Worth, Tallahassee/Panama City, Washington DC/Dulles, and Denver. If you are not in close proximity to one of these hubs please indicate a major airport near you, in which you can easily fly out/in to. Camp Adventure™ and our travel agent are not able to accommodate students flying into and out of separate airports. Please make sure you choose your airport wisely. Please contact Melissa Petersen at campa.travel@uni.edu if you have any questions or specific travel requests.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS

Print Name: ______________________Signature/Date: ____________________

Rev: 10/2019
CA390
TRAVEL INFORMATION (Contd):

STUDENTS TRAVELING ALONE:
Our military Points of Contact have received copies of all student flight information. If your arrival information has been changed due to delays/cancellations, please notify our travel coordinator at campa.travel@uni.edu as well as your designated supervisor, so we can let your Point of Contact know. You must wear your uniform when you exit the secure area of the airport or the Point of Contact who is there to pick you up will have difficulty locating you at the airport.

IF YOU HAVE PROBLEMS OVERSEAS:
If you are on military travel orders or have a letter of invitation from a U.S. embassy, carry your travel orders with you at all times and show your travel orders if you have a problem that involves local police. If you are not on military travel orders, immediately contact Camp Adventure™ or, if you are unable to reach us, call the U.S. State Department in Washington D.C. and/or the U.S. Consulate or U.S. Embassy closest to you if you have a significant problem overseas involving local police.

Travel Advisories: Please check the state department web page www.trave.state.gov prior to your departure so that you are aware of any travel advisories for the area you are traveling to. Your Point of Contact will orient and advise you regarding local conditions when you arrive. If this does not take place, email susan.edginton@uni.edu and we will work with you POC to ensure that you get the information you need. Camp Adventure™ staff also monitor carefully for travel advisories.

PURPOSE OF YOUR VISIT:
When passing through immigration control, you may be asked about the nature of your visit. Respond by saying:

- You are participating in an international academic field experience within an Early Childhood or School-Age program through the University of Northern Iowa, conducted on a U.S. military installation.
- You receive no pay, only a living stipend.
- You have sufficient funds to support yourself while in country.
- You are not there to seek a job or employment
- You plan to return home at the end of the visit.
- You do not intend to study in the host country, you are enrolled for course credit at the University of Northern Iowa.

SOFA STATUS:
It is important to students traveling in Asia that you attempt to gain SOFA status when you enter the country. You must do this as you get off the plane, and as you pass through customs. Have your passport and travel orders with you. Your passport will be stamped with a mark that indicates SOFA Status. If you cannot obtain SOFA Status it is OK; but it is preferable to obtain it as it offers you additional protection under the Status of Forces Agreement.

Background: The Status of Forces Agreement (SOFA) is an agreement between the United States government and the host country. SOFA defines the rules American citizens, who are executing official functions in the host country, are required to live by. These privileges include immunity from prosecution and arrest, for minor infractions. In order to be eligible for this consideration, you must obtain the SOFA stamp while passing through customs. This stamp goes into your passport and gains you that privilege. Proof of eligibility comes through the invitational travel orders (ITO) that are issued in your name by the host command. These ITO’s should specify your SOFA status.

Action: When passing through the immigration entry point, provide the passport agent your passport and the ITO indicating SOFA status. They, in turn, stamps your passport accordingly. Without SOFA status proof, you will be given the normal Tourist stamp, which is good for 90 days in country but does not give the additional protection.

CHECKING LUGGAGE:
The amount of luggage you are able to take with you depends on your destination and your air carrier(s). It is your responsibility to know the amount of luggage you are allowed to check and carry on, both departing and returning. You may travel on more than one air carrier and each carrier may have different regulations. For example, intra-Europe flights (flights within Europe), and Key West locations allow less luggage. It is your responsibility to be aware your airline’s regulations and either bring less luggage or bring extra funds to pay for excess baggage.

Luggage Fees: Many air carriers charge a fee for luggage; sometimes for the second piece of luggage and sometimes for the first piece of luggage as well. It is your responsibility to call your air carrier before you depart to find out what costs will be charged. All baggage fees are your financial responsibility. Camp Adventure™ will not pay any extra baggage charges for you. If Camp Adventure™ requests a student to change sites, and luggage costs are extra, we will reimburse the extra luggage cost since it was incurred at our request. Any reimbursement will require an itemized receipt. A credit card receipt is not sufficient.
TRAVEL INFORMATION (Contd):

**LETTER OF UNDERSTANDING:**

Students’ stipends represent an amount per day for food, which is unused if a student leaves early and is not on site. It is a State requirement that if an individual leaves their site early, this amount must be returned to the Camp Adventure™ office, made payable to “UNI Camp Adventure™.” A representative from Camp Adventure™ will contact any students who leave their site early, with a detail of the amount that must be reimbursed for the number of days of unused daily living stipend.

**REFUND POLICY:**

**PARTICIPANT DROPS PRIOR TO DEPARTURE (At Participant’s Request/Due to Lack of Completion of Requirements):**

tuition is refunded in full. Health insurance is refunded in full. Liability insurance payment is nonrefundable because we will already have purchased this for you; however, you will be covered by the policy until December 31 of the year you enroll. Uniform fee is refunded at 80 percent of the total paid if the uniform is returned to Camp Adventure™ (the remaining 20 percent is related to ordering, shipping and handling). The course materials fee is non-refundable. Camp Adventure™ does not reimburse applicants for fees associated with; passports, certifications, immunizations, or other incidental expenses. The student’s refunded amount will be less the cost of the cancellation fee for their airline ticket if it has already been purchased.

**CAMP ADVENTURE™ DROPS APPLICANT (Due to Lack of Sufficient Contract Positions):**

If the Camp Adventure™ program does not have sufficient positions for all applicants, it will refund all fees to those applicants who have fulfilled the program requirements. For applicants who have fulfilled all program requirements, tuition is refunded in full. Health insurance is refunded in full. Liability insurance payment is refunded in full. Uniform fee is refunded in full if the uniform is returned to Camp Adventure™. The course materials fee is refunded in full if printed materials are returned to Camp Adventure™ Headquarters. Camp Adventure™ does not reimburse applicants for fees associated with; passports, certifications, immunizations, or other incidental expenses.

**PROJECT COORDINATORS/PROJECT DIRECTORS INFORMATION:**

**FEES/COURSEWORK/LOGISTICS:**

Expectations regarding fees, coursework requirements and job-related expenses for Project Directors and Project Coordinators are outlined in a letter to each supervisor. However, generally, these are as follows:

**Project Directors:**

Project Directors who are not Camp Adventure™ staff will be required to enroll in credits through UNI due to UNI travel requirements. Camp Adventure™ will pay for any visas required (including credit enrollment), uniforms, and will pay for housing and other job-related expenses as identified in advance in writing. Project Directors are not required to acquire certifications, as they are not in a face-to-face leadership role.

Any reimbursable expenses by Project Directors must be documented with original, itemized receipts and their travel advance form, and all receipts must be submitted to the CA office within four days of return. This is required so that completed travel advance paperwork can be submitted to the University’s business office by within two weeks, per is required procedures. After this date, a Project Director’s travel advance will be taxable and billed. Project Directors will not be reimbursed for travel to sites beyond what is required in the contracts for their sites; it is their responsibility to determine the number of supervisory visits required for each site.

It is also the responsibility of Project Directors to meet with Dr. Domino Chumley-Birch to go over all contract requirements for their supervisory duties and to develop a plan for carrying out all contract requirements in the field. Project Directors must either have their own health insurance, or purchase it from Camp Adventure™.

**Project Coordinator:**

Project Coordinators will be assessed fees for their tuition and uniform. They are required to register for a minimum of two (2) hours of continuing education credit, or more if desired. Camp Adventure™ will pay for any visas required and will pay for housing and other job-related expenses as identified in advance in writing.

Homework for Project Coordinators’ two (2) hours of program coursework is tied to supervisory responsibilities such as submission of surveys, evaluations, end action reports and other required materials. Additional coursework above two (2) hours will have additional homework as defined in the graduate course outline. Any reimbursable expenses by Project Coordinators must be documented with original, itemized receipts and their travel advance form, and all receipts must be submitted to the CA office within four days of return. This is required so that completed travel advance paperwork can be submitted to the University’s business office within two weeks, per UNI’s required procedures. After this date, a Project Coordinator’s travel advance will be taxable and billed, without further notice from the CA office.

**PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS**

Print Name: _____________________________ Signature/Date: _____________________________ CA390
PROJECT COORDINATORS/PROJECT DIRECTORS INFORMATION (Contd):

Project Coordinators will not be reimbursed for travel to sites beyond what is required in the contracts for their sites. It is also the responsibility of Project Coordinators to meet with Dr. Domino Chumley-Birch by phone or web conference and/or attend Project Coordinator Training to go over all contract requirements for their supervisory duties and to develop a plan for carrying out all contract requirements in the field, including the number of supervisory visits required per the contract. Project Coordinators must either have their own health insurance, or purchase it from Camp Adventure™.

LOGISTICAL SUPPORT/REPORTS/EVALUATIONS:
Project Coordinators (under the direction of their supervising Project Director) have a number of “housekeeping” duties in the field. Following are some of these tasks, which Project Coordinators are responsible for completing:

1. Collecting and processing Program Audit forms following the program orientation week, signed by the Point of Contact;
2. Collecting and forwarding weekly Program Plans to home office;
3. Confirming that students have transmitted homework electronically to Dr. Janey Montgomery. Homework is due two weeks after the end of the program;
4. Ensuring that resource files are returned to the office by 9/1 (summer);
5. Collecting parent surveys from each site and sending to the office by 9/15 (summer);
6. Collecting final contract partner surveys by August 1 (summer) or 3 weeks prior to program end (fall/spring interns) and forwarding to CA office;
7. Assisting in the collection of mid program evaluations the first week of July (summer) or four weeks after the start of the program (fall/spring interns), returning them to our office.
8. Collection of staff evaluations/program evaluations and returning them to the home office within 2 weeks of the end of the program;
9. Sending daily reports to Project Director and Susan Edginton regarding programs and communicating incidents/accidents. All incident reports should be attached to daily report emails;
10. Confirming air travel with the airlines for all staff 96 hours in advance of departure (4 days) so students are not bumped from flights; managing ticket changes/issues;
11. Managing checkout of staff from housing and making sure housing is clean. Housing should be checked one week prior to departure to allow time to solve problems;
12. Arranging transportation to the airport for staff;
13. Completing their Project Coordinator Travel Advance forms within four days of return;
14. Collection of counselor Summer Surveys and forwarding to CA office by July 5 (summer);
15. Upon arrival, with the assistance of your Camp Directors, collect $20/student for room/cleaning deposit - to be returned at the end of program;
16. Monitor after hours behaviors (with the assistance of your Camp Directors) of students including check ins/curfews, by which time students must be in the proximity of their housing;
17. Monitor after hours alcohol use (with the assistance of your Camp Directors), including week nights, when students need to report for work the next morning and may not exhibit a pattern of alcohol use that impairs their ability to perform.
18. Scheduling pick up of students at supervised sites to transport them to get groceries on the local economy (Army Europe in particular). PCs must file weekly transportation schedules with CA office;
19. All Project Coordinators/Project Directors located in Europe are responsible for creating an Excel spreadsheet with confirmed dates for registration and deregistration for intern to be turned in to Camp Adventure™ Headquarters.
20. Ensure that student housing is suitable. If there are any problems, take care of them immediately (within days, not weeks). Call CA HQ if you have problems you can’t solve. See “Minimum Housing Expectations” as stated previously above;
21. Organizing summer recruitment efforts, including visits to program sites, to identify and forward student names and contact information for future fall, spring, winter, and summer placement opportunities. Request students to email 5 or more friends/each with recruiting information provided by Camp Adventure™. Also identify potential Project Coordinators for future placement in the field and recruit current Project Coordinator for retention and placement in supervisory roles for future programs. Submit all recruiting information to the Placement Team (campa.placements@uni.edu);
22. Ensure that all students adhere to the Camp Adventure™ and military appearance/uniform guidelines during work and non-work hours;
23. Manage buddy system procedures on site to ensure the safety of students;
24. Project Coordinators must accompany program staff and children to all non-military and non-contract partner pools and aquatic facilities and supervise the program ensuring that children do not use off-limits areas;
25. Project Coordinators and Project Directors are NOT allowed to shift staff among programs without consent from Camp Adventure™ HQ. The reason for this is that we need to maintain records as to where students are located, as well as, notifying the POC of the change and get their approval (such changes are a cooperative process). Similarly, students may not have the training or experience for another program; for example, a student cannot be moved from day camp to teen programs without evaluation of background and age.

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Print Name: ____________________ Signature/Date: ____________________
26. In the process of supervising in the summer, market Camp Adventure™ program and attempt to gain new sites. Provide information to your Project Director regarding perceived opportunities for increased student numbers, or conversely information regarding potential reductions in numbers in the areas you supervise due to reorganization or closing of bases. This will help Camp Adventure™ planning for future placements.

ENSURE SAFETY OF CHILDREN:
Project Coordinators/Directors are responsible for the safety of your children. If a field trip has been scheduled, and upon arrival you do not feel that it is a safe place, make the decision to pull the children out and take them home. If, after you have expressed your concerns, your Point of Contact chooses to remain at the field trip location with the children, Camp Adventure™ may be pulled to provide alternative activities at a safe location nearby. We will back you up. Trust your instincts regarding safety of your children.

COMMUNICATION:
Project Coordinators/Directors must communicate effectively with the home office on a daily basis. Although separated by distance and time, Project Coordinators/Directors work for the home office. Your daily site reports are important.

You will need to send a brief daily report to Susan Edginton at Susan.edginton@uni.edu which addresses four areas:
1. Safety issues;
2. Intern illness/medical issues;
3. Point of Contact issues;
4. Other intern issues;
5. Curfew/Check in;
6. Estimate of daily ratios;

You will be given the specific format. You will also send a more comprehensive daily report to another designated HQ office staff person (via google forms). Project Coordinators must not forward written reports to Points of Contact regarding contract requirements or serious incidents, without prior review of the communication by the home office (coordinate with Dr. Domino Chumrley-Birch domino@uni.edu andCc: Susan Edginton susan.edginton@uni.edu).

All emergencies must be communicated to both Dr. Chumrley-Birch and the home office immediately, such as serious illness including illness that results in hospitalization, physical assault, threats of suicide, missing staff, arrest, and other similar emergencies. It is also expected that Project Coordinators will have a cell phone with them and turned on at all times, day and night. That is your job, to be a conduit for communication at all times. Project Coordinators are expected to remain on duty with their sites until their final flight has departed.

THE LETTER OF EXPECTATION:
Camp Adventure™ reserves the right to alter, modify, amend or terminate in whole or in part any Camp Adventure™ policies, or any provisions of the policies, program or plan described in the Letter of Expectations at any time for any reason, without prior notification. This document described here is not intended as, nor does it create, a contractual relationship between participating students/staff and Camp Adventure™ Youth Services. It is for informational purposes.

While every attempt has been made to make this document as accurate and up-to-date as possible, full details of all provisions of policies and procedures are not included. If there are any discrepancies between the policies and procedures described here and actual University policies and procedures and/or procedural manuals or contract specifications, the interpretation of Camp Adventure™ Headquarters staff at the University of Northern Iowa will govern at all times. In addition, the Letter of Expectations takes precedence over word of mouth or hearsay regarding these policies and procedures. Note that the terms “counselor,” “student intern,” and “participant” may be used interchangeably; however policies and procedures apply to all.
YOUTH SERVICES TOUCH POLICY

All persons employed with Youth Programs with guidance to develop an understanding of what is considered appropriate touch for children.

1. REFERENCE: OPNAVINST 1700.9 (series)

The intent of the Navy CYP Guidance and Touch Policy is to inform CYP Professionals about their responsibilities for ensuring appropriate adult:child interactions across all programs. The Navy requires a positive approach to guidance that teaches children and youth conflict resolution, facilitates their understanding of boundaries, and builds self-esteem. Guidance is positive discipline and should be consistent so children and youth know what is expected, and over time expected and desired behaviors become automatic. This ensures children and youth are safe and protected, provides a positive climate that promotes healthy social and emotional development, and teaches and models appropriate behavior.

Across CYP, adult:child interactions that cause harm to or put children and youth in danger may be considered child maltreatment or abuse, which is prohibited and considered a condition for immediate dismissal. CYP Professionals must be aware of and understand the types of discipline that are considered inappropriate. The following interactions are considered inappropriate and are prohibited forms of CYP Professional guidance:

- Corporal punishment or any humiliating, frightening, or threatening language or punishment. Corporal punishment includes spanking, hitting or punching, slapping, pinching, shaking (this is life threatening behavior towards infants), exposure to extreme temperatures or other measures producing physical pain, and any form of physical punishment. Corporal punishment is not allowed in any CYP setting by any individual, including family members;
- Verbal abuse, threats, abusive or profane language, criticism, or derogatory remarks about a child or family;
- Physical restraint; binding; restricting the movements of or placing the child or youth in a confined space as a form of punishment; forcing the child or youth to stay in a restricted space, corner, bathroom, cot, or any area of the room where he/she is separated from the rest of the group;
- Any form of emotional abuse, including any form of public or private humiliation, including threats of physical punishment;
- Rejecting, terrorizing, ignoring, isolating, corrupting, and/or exploiting a child or youth;
- Withholding or forcing naps, meals, or snacks; to include the denial of “seconds” until a child has finished everything on his/her plate;
- Punishing for toileting accidents or a lapse in toilet training;
- Withholding outdoor play as a form of punishment; and
- Bodily harm from forceful pulling/jerking and/or “grabbing” a child or youth from any position. (Note: A physical response may be needed for a child with unsafe behavior because there is observable action that puts the child or others at risk for immediate harm and it is probable that the action will lead to actual injury. For example, if a child unexpectedly dashes into a parking lot, the CYP Professional may need to quickly remove the child or youth for his/her own safety.)

Touch is an essential part of providing care for children and youth and must be used in a positive, affectionate manner. Children and youth should not feel uncomfortable because of a touch from a CYP Professional. Inappropriate touch by a CYP Professional is prohibited by the Navy.

I have read and understand the center’s policy regarding Touch. I understand that physical contact with the children is for their development, health, and well-being.

_________________________ Caregiver’s Signature ______________________ Date

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE/UNDERSTANDING OF THE ABOVE ITEMS

Print Name: ______________________Signature/Date: ____________________________ CA390