

Great Garrett Adventure Camp

March 21, 2018

We are pleased you have expressed an interest in our C.I.T. program which is designed for teens, 14-years of age or older, who want to further develop their leadership and communication skills as well as gain experience in planning and instructing activities for young children.

Acceptance into this program is based on an application and interview process. Preference will be given to former GGAC Campers. Selected C.I.T.s will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session. The participants in the C.I.T. program are held to high expectations. You will be expected to lead activities for younger campers as well as your peers. You will be expected to meet the responsibilities that are given to you as a C.I.T. The C.I.T. program is fun but for different reasons than being a camper. It is about discovering what you are capable of and finding your inner leader. C.I.T. positions are not paid. All completed hours will be recorded in accordance with the Maryland State Department of Education Service Learning Hours requirement. All camp field trip fees and any other costs associated with the C.I.T. participating in a camp-sponsored activity will be covered. Spending money for field trips is not provided. To be considered for an interview for the summer C.I.T. program, you must first complete the attached application and submit it to the CARC Coordinator of Operations.

Here are a few helpful tips for finishing the application process:

- Please write clearly. If we can't read it, we can't understand it.
- Fill it out yourself. Nothing shows initiative and commitment more than taking on the responsibility yourself.
- Mail, email, or drop the forms off to Maney Gale at the address below.

Because the program is so competitive and spaces are limited there is a deadline for applications of **April 30, 2018**. Any applications received after the deadline will still be reviewed, however availability and/or likelihood of acceptance may be significantly reduced.

We look forward to hearing from you. Good luck!

Maney Gale

GC CARC, 695 Mosser Rd, McHenry, MD 21541

Personnel Administrator, Garrett College State of Maryland Licensed Youth Camps

Garrett College CARC Coordinator of Operations & Programs

(301) 387-3086

maney.gale@garrettcollege.edu

Great Garrett Adventure Camp



Counselor in Training (C.I.T.) Application

Becoming a C.I.T. is an experience very different in its expectations than that of a camper. All accepted C.I.T.s are expected to:

- Undergo a staff training with the goal of providing C.I.T.s the tools needed to work with campers. Staff training is scheduled for late May or early June during evening and weekend hours.
- Present themselves as role models to staff and campers.
- Be willing to participate fully in all the camp programs and activities and be a positive influence on the camp community.
- Work cooperatively with the camp staff to provide the best possible environment for you, your fellow C.I.T.s and campers.

Before filling out the application please note the following changes to the 2018 C.I.T. program:

- Submission of an application does not indicate and acceptance into the C.I.T. program.
- This is an application form and should not be confused with a registration form. The registration form is only required upon acceptance to the C.I.T. program.
- Acceptance into the C.I.T. programs does not guarantee employment in following summers.
- Review the rules and guidelines for C.I.T.s and be sure you can follow them.

Name:

Last	First	M.I.	Date of Birth
------	-------	------	---------------

Address:

Street	City	State	Zip
--------	------	-------	-----

Phone:

Home	Cell	Email	Sex <input type="checkbox"/> M <input type="checkbox"/> F
------	------	-------	--

Please select the weeks of camp you are available for and also rank from 1-8 in preference, with 1 signifying the camp you would most like to work with and 8 being the camp you would least prefer.

Available?	Camp Week	Theme	Rank 1-9
<input type="checkbox"/>	June 18 - 22	Mad Scientist Training Academy	
<input type="checkbox"/>	June 25 - 29	Junior Chef: Cooking	
<input type="checkbox"/>	July 2 - 3	Pokémon Academy (2-day Mini Camp)	
<input type="checkbox"/>	July 5 - 6	Art Attack (2-day Mini Camp)	
<input type="checkbox"/>	July 9 - 13	American Ninja Camper	
<input type="checkbox"/>	July 16 - 20	S.T.E.A.M. Camp	
<input type="checkbox"/>	July 23 - 27	Junior Chef: Baking	
<input type="checkbox"/>	Aug 6 - 10	Curtain Call	
<input type="checkbox"/>	Aug 13 - 17	Water, Water, Everywhere	

Have you ever attended a Great Garrett Adventure Camp?

Yes

No

Have you ever been a C.I.T. before?

Yes

No

If so, when and where? _____

Why do you want to be a C.I.T? _____

Describe your experience working with children: _____

What do you feel is the most important thing about being a C.I.T.? _____

Describe any extra-curricular school, team or club activities that you lead or volunteer for: _____

Do you feel all children should attend summer camp? Why or why not? _____

Please list two references (not including family members) as well as phone numbers:

1.

2.

I certify that the above information is true. I understand that the selection into the C.I.T. program is based on this application as well as a formal interview.

Applicant's Signature

Date

Great Garrett Adventure Camp

C.I.T. Code of Conduct

Being a CIT will be much like being half-camper, half-counselor. You are expected to fully participate in all camp activities so as to engage the campers in an active and fun manner. You will also be expected to do work tasks such as cleaning, preparing snack, preparing for activities, running on-campus errands, and more. This can and is expected to be a fun position however full effort and seriousness in duties is expected at all times. Attitude is very important and if a great attitude is brought to camp, then your experience will be great as well. The following are rules and guidelines you have already agreed to, however please review them in detail before your first day of camp.

Counselor-in-Training Rules and Guidelines:

Counselor-in-Training agrees to:

- Stay with assigned group at all times unless otherwise stated by the camp director. If on an assigned task, C.I.T. shall not deviate from task for personal needs.
- Follow directions as given by program leaders.
- Maintain personal care and wear appropriate camp attire as described below. C.I.T.s arriving at camp without appropriate attire will be asked to leave the site.
- Never be alone with children.
- Respect others in what you say and do. C.I.T.s shall never use inappropriate language while at camp.
- Refrain from using a cell phone during camp hours. C.I.T.s may keep a cell phone on their person, on vibrate or silent position. C.I.T.s found using a cell phone for any non-emergent reason during camp hours will immediately forfeit their right to carry the cell phone. Confiscated cell phones will remain in the camp office until the end of the day, when a parent/guardian may pick up the phone. C.I.T.s needing to make an emergency phone call during the day will have access to a site phone under counselor/coordinator supervision.
- Greet parents and children at the beginning of the day and acknowledge them at departure.
- Be involved and engaged with campers throughout the entire camp day.
- Get to know campers' names on the first day of camp.
- Never use physical punishment, restrain or force a child.
- Be of good character.
- Follow pool rules and model good pool behavior. C.I.T.s are expected to swim with the group.
- C.I.T.s may not be in the locker room alone.
- Keep campers' information confidential.
- Take care of personal belongings & keep belongings out of campers' reach.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and counselors in training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- Create a safe and fun environment.
- Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts.
 - C.I.T.s are not permitted to administer any first aid.
- Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- Never come to work while under the influence of any drugs or alcohol. This is grounds for immediate termination as well as notification of law enforcement and/or campus security.

The following dress code is enforced to ensure C.I.T.s are proper role models while fostering a positive self-image. C.I.T.s failing to come to work properly dressed will be asked to leave the site immediately.

1. GGAC issued camp shirt must be worn each day (you will be issued 1, you may purchase more if you wish).
2. You may not alter the camp staff shirt unless authorized by your supervisor.
3. You must wear closed-toed shoes; no sandals, no Tevas, no flip flops, etc.
4. Shorts may be worn as long as they are at or below fingertip length as arms are held at sides.
5. Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn with lid facing forward (backwards/sideways not permitted).
6. No Lycra or Spandex clothing.
7. For safety reasons, dangling jewelry (hoops, etc.) is prohibited.
8. Swimsuits for women must be one piece or tankinis. Swimsuits for men must be aquatic trunks – no street shorts.
9. Shorts, hats, etc. shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations.
10. C.I.T.s must come to work clean and neatly groomed.
11. C.I.T.s must leave their shirt on at all times except during swimming activities.

Grounds for Immediate Dismissal:

- A C.I.T. who brings a weapon to camp
- A C.I.T. who intentionally harms themselves or causes injury to another child or staff member.
- A C.I.T. who vandalizes the property of the camp facility, staff or other children.
- A C.I.T. who steals items from the camp facility, staff or other children.
- A C.I.T. who displays inappropriate behaviors repeatedly.
- A C.I.T. who fails to comply with the Rules of Conduct.
- A C.I.T. who fails to display appropriate respect to authority figures on site.

Initial on appropriate line:

- I have read & understand the Dress Code - _____
- Chain of command for all camp issues, from staff issues to camper issues is as follows: Counselor, Head Counselor (where applicable), Camp Coordinator/Director, CARC Coordinator, CARC Director, Vice President for Instruction and Student Services, MD State Department of Mental Health & Hygiene. I have read & understand the chain of command- _____

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Counselor in Training's Name (please print) _____

Signature of C.I.T. _____ Date _____

Signature of Parent/Guardian _____ Date _____

Parent's Home Phone _____ Cell phone _____