





2027

SUMMER STAFF HANDBOOK











1536 SONLIGHT PL PAGOSA SPRINGS, CO 81147

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Hey Everyone!

Should you be hired as a part of Sonlight Christian Camp's 2027 Summer Staff, this handbook will outline many important things you are responsible for knowing. We hope you are ready to experience a meaningful summer.

A few important things you need to know right from the get-go:

When to arrive:

- Staff arriving by flight should arrive **by Time TBD, Late May Date TBD** into Durango La-Plata Airport (DRO) for a shuttle transport
- All other Staff arrive, **May 26th** between **5-6 pm,** Staff training officially begins with dinner at **6:00 pm**

Travel Considerations: Sonlight is a 4-hour drive from the Albuquerque airport, 7 hours from the Denver International Airport, and 1.5 hours from the Durango airport. There will be a shuttle available from Durango La-Plata Airport (DRO) only. If flying, plan to arrive after TIME TBD on **DATE TBD, Late May** and plan to depart after 12pm on **Sunday, August 1st.**

When we're done: Our last summer resident camp is over on Saturday, July 31st. We will celebrate the summer with a staff banquet that evening. Plan on staying through Saturday night. Farewells will be on Sunday the 1st.

What is this booklet? This is your Staff Handbook! It is an essential resource for understanding what your summer at Sonlight is all about. Please read it thoroughly. We will review it during staff training; **you are responsible for knowing the information contained in the handbook**. As a living document, additions and edits will be updated so please stay informed.

Thank you for your interest in Sonlight for the 2027 summer, we know those hired will bring excitement to invest in kids, and great willingness to serve Christ. Be sure to keep an eye out for emails with other important information as the summer draws closer. If you have any questions, feel free to email us or call us at 970.264.4379.

Mary Marugg - Executive Director (mary@sonlightcamp.org)
Claire Madera- Camp Director (claire@sonlightcamp.org)

Personal Belongings

You are welcome to bring what you want to camp, such as things to make your cabin comfortable. But remember: you will be sharing a cabin with up to three other staff members, so space will be limited. You will not have a lot of free time to spend in your cabin. Blessed are those who travel light.

Essentials to Bring to Camp

What To Bring List 2027

SUMMER STAFF

Here is a list of what we suggest you bring to camp. If you have any trouble bringing one of these items or questions, please contact Claire (claire@sonlightcamp.org | 505-402-5767)

- All Paperwork (**required** for everyone) Due by assigned deadline, at the latest May 1, 2027
- Passport or Driver's License, AND Social Security Card: for payroll and tax services *if you haven't completed your forms*
- A Bible and journal
- Light jacket, warm sweatshirt or fleece (It can get chilly in the evenings and early summer- we've had snow during Staff Training!)
- Beanie/baseball cap
- Campfire clothes: long pants, long sleeve shirt, and closed- toed shoes (to protect against mosquito bites & avoid stubbed toes in the dark)
- A set or two of messy games clothes that can get SLIMY, MUDDY, AND COVERED WITH SHAVING CREAM!! (Please no white or muscle shirts)
- Modest shirts, **modest shorts**, long pants, underwear, socks, shoes, etc.
- Work clothes that you don't mind getting ruined/dirty with paint, wood chips, etc.
- Modest one piece swimsuit
- A basic watch that tells time- No "smart-watches" (Walmart has a great inexpensive selection of these)
- Alarm clock that is not your phone
- Toothpaste, toothbrush, soap, shampoo, etc.
- Bath towel, beach towel, and washcloth
- Necessary medications for duration of summer
- Sunscreen (at least SPF 25) & sun hat/glasses
- Sleeping bag/bedding and pillow
- Headlamp to keep hands free at night
- Reusable water bottle(s)
- Day pack/backpack for hiking
- **Waterproof** raincoat, not water resistant - look for taped seams
- Hiking boots or sturdy shoes to hike in
- Water shoes that strap on to your feet (please no flip flops) think Chacos/ Tevas
- Town clothes for time off on weekends
- Any recreational gear for personal use: hammocks, climbing gear, slackline, guitar, ukulele, books, etc.
- Laundry bag/hamper/ tote
- Stamps for outgoing personal mail

- We love to dress up, both in costumes and Sunday best for fun occasions. Please refer to the pre-summer arrival guide for more information of set themed banquet night and closing dinners.
- You may bring your cell phone, laptop, or any other electronic device, but they will not be allowed in camper areas, so they will be kept in staff cabins or in the staff room for use during time off
- Smart watches are considered any watch with an electronic screen. Garmins, Fitbits, and the like are **not allowed** when you are with campers but can be used for personal activity during breaks.
- We recognize that "modesty" standards differ from person to person. Bellies and butts should be covered, no tight or revealing clothing for the purposes of professionalism.

Additional Notes:
- Washing machines will be available for staff use on weekends, we utilize drying lines
- The nearest Walmart is about 25 minutes from camp if anything is forgotten or needed throughout the summer
- Counselors will have limited access to Staff Cabins during the week - consider bringing a luggage item that you can use just for cabin use instead of your full suitcase

Mission Statement

The mission of Sonlight Christian Camp: **"To minister to young people in a camping environment based on Christian community."**
Staff Goals:

- Create a place for young people to experience the presence of God
- Demonstrate a Christian lifestyle in your day to day happenings
- Treat everyone with the respect and dignity due to a child of God
- Encourage campers to understand and appreciate diversity
- Emphasize communication and teamwork
- Promote a global view of peace and justice for all
- Promote optimism about the human race
- Encourage and promote the attributes of each individual

Slogan: *"Be With Kids, and Show Them God"*

-Know it, love it, and live it

Statement of Faith

We believe the Bible, both the Old and New Testaments, to be the inspired Word of God. We believe in one God existing in three persons; the Father, the Son, and the Holy Spirit. We believe that Jesus Christ was conceived of the Holy Spirit, born of the Virgin Mary, died on the cross for human sin and ascended to heaven to be with God. We believe the Church to be the working arm of the body of Christ for the

purpose of carrying out the work of God. We believe that only through Jesus Christ can one have eternal life.

Governing Body

Sonlight is a not-for-profit organization governed by a Board of Directors. Members of the board are: Winston Marugg, Mary Marugg, Jon Dunham, Justin Cowan, and Sarah Osborn. Advisors to the Board are Brian Land and Meredith Weatherby.

48 Years of History

Sonlight was incorporated in 1979 as a not-for-profit organization in the State of Colorado. The summers of 1980, 1981, and 1982 were devoted to guiding backpack trips for high school students. In October 1982, (40) acres of land was purchased in the San Juan Mountains of Southwest Colorado. Construction began in 1983, along with the sizable projects of water and wastewater systems. All the buildings were built with volunteer labor during Memorial Day "barn raising" weekends. Check out our Website to learn more about our history.

Staff Policies and Responsibilities

This section of the staff handbook provides guidance as to what Sonlight expects from its employees. The policies and responsibilities are broadly stated and are not tailored to individual circumstances. Sonlight retains the right to interpret and apply these policies to individual cases and may modify, revoke, or add to the policies at any time, with or without notice.

General Employment Policies

Staff members are employees and representatives of Sonlight. Their personal example is expected to reflect the standards of behavior and the philosophy of this camp as outlined in the handbook. It is expected that the policies will be observed and practiced by all staff at Sonlight. It is important that staff serve as positive role models for campers and guests. Sonlight is accredited by the American Camp Association (ACA). Staff members will be expected to adhere to the regulations set forth by the ACA. Sonlight is also licensed by the State of Colorado. Staff members will be expected to follow the state regulations set forth by the State of Colorado.

While everyone expects camp to be a place of fun and exploration, staff members are professionals, here to serve campers and their families. Being a professional at Sonlight means that camper safety and healthy development will take priority over staff's personal preferences and desires. Should a staff member be terminated due to conduct or a breach of contract, pay will stop on the last day you worked. Should the staff member choose to leave employment before the contract ends, pay will stop the last day worked. For a leave of absence or time approved by the staff member's supervisor, the time off will be unpaid. Should you have a grievance against the Director or Leadership Staff, a staff member may have a conversation with the Sonlight Board of Directors.

Equal Opportunity

Sonlight is fully committed to providing equal opportunities for all, without regard to race, color, national origin, sex, marital status, age or cookie preference.

Compensation, Insurance, Room and Board

Payroll checks are issued via direct deposit bi-weekly on Fridays. All documentation requested by Sonlight must be completed and on file in the office before an individual's paycheck can be issued.

In addition to the compensation stated in the camp/staff agreement, each staff member receives room and board, minor health and sickness insurance, laundry access, and workers' compensation insurance for the period of contracted employment. Sonlight does carry a limited medical insurance policy on staff members. Any medical expenses for pre-existing conditions will not be covered, and are the responsibility of each staff member. Medical expenses covered by Sonlight will be limited to non-work related illness or accident, and will not cover dental work, hearing aids, eyeglasses, prosthesis, elective or cosmetic procedures.

All Sonlight staff will be served home-made, healthy meals while being employed during the summer season. We realize there are differing opinions of what "healthy" means. We do our best to accommodate special diets, and work diligently with those staff members who have legitimate food allergies. We cannot guarantee vegan options at every meal, and if staff members have strong convictions to eat this way, they must supplement their own meals with food purchased personally by them at a local grocery store. Sonlight offers excellent meals to both campers and staff, with a good balance of protein, carbs, fruits, vegetables, and various drinks.

Social Networking

The content on your social networking is important to Sonlight leadership and the Board of Directors. Campers view Sonlight staff and volunteers as role models. Parents might access their child's social networking site(s). Outside of Sonlight, staff and volunteers must reflect Sonlight when connecting with campers and their parents. When applying for a Sonlight position, the content on your social networking site will be a factor in considering you for a position. We are a Christian camp, and will hire staff that live and walk their faith, including information/applications/photos promoted on social networking sites.

You **may not, ever, post photos with campers in them** on your social media. Additionally, You **may not** "friend" or accept a "friend" request from a current camper until the 2027 season is over. Please **do not** "tag" Sonlight on any social media or sharing platform unless the photo was actually taken at Sonlight. Snapchat/online chats are never acceptable and you should not accept or initiate a friend request for a camper.

Health Information

HEALTH FORM - Staff members are expected to disclose all necessary health information on their health form. All staff must fill out the Health Form and submit immunization records prior to assigned deadlines or May 1. Staff members will not be permitted to perform work or be paid until the requested health paperwork is on file at Sonlight.

Health forms will be reviewed by Sonlight's healthcare staff. Information will be shared on a "need to know" basis with the directors, and the individual staff member's supervisor. Colorado State Regulation states that no medications may be stored where campers could have access to them (**this includes inside camper cabins**). Medications must be stored in staff cabins, staff lockers, or in the health care station, with the exception of inhalers or other emergency medications. Staff members who take controlled substances or any medications that may cause impairment must store those medications under lock in the health center. Staff members will have access to their medications as needed from the camp nurse.

Should a staff member display evidence of illness / communicable disease they shall be separated from campers and other staff members. Staff may return to work when they are 24 hours symptom free. Food Service staff shall be relieved of kitchen duty at the first onset of symptoms of communicable disease. Healthcare staff will specifically be aware of any signs of jaundice in food service staff.

Medications

Staff will check in with healthcare staff during staff training. Psychotropics, stimulants, mood stabilizer or controlled substances that could impact job role and performance will be kept in the health center (locked as required by Childcare regulation) Staff may self - administer, but must check in with healthcare staff when administering the meds. Other medications to include over the counter medications, vitamins, birth control etc. may be kept by staff, but may **not** be kept in any camper area, or area accessible to campers. Medications may be kept in staff cabins or lockers in the staff room. Healthcare and leadership staff may require some medications to be held by healthcare staff, to monitor the staff usage.

Pets

Summer staff may not bring pets to camp. Any exceptions must be cleared with Mary and Claire.

Jobsite Injuries

Staff members are expected to follow health care procedures, safety guidelines, and behaviors as recommended by Sonlight's directors and healthcare staff. Workers' Compensation is provided to all paid staff members and is available for any work-related accident, injury, or illness. This coverage does not apply to non-work-related accidents, injuries, or illnesses. Any injuries or illnesses must be reported within 24 hours of occurrence.

Personal Conduct

Staff members agree, while employed at Sonlight, to adapt their personal habits in such a way as to reflect the needs of the program culture.

Dress Code

We recognize that the way staff dresses makes an impression on the youth we are here to serve. With regard to the image we desire to convey, and out of respect for the varying viewpoints our camp families hold, proper dress will be enforced. Staff is expected to wear clothing that fits them properly and is appropriate for the activities in which they are leading/participating in. Please no crop tops, tight pants, short-shorts, or inappropriate graphic tees. You have a great amount of influence on campers. Thanks for helping us respect the comfort level of all guests and fellow staff.

Communication Expectations

Upon hire you are expected to maintain a professional level of communication through your employment. This includes but is not limited to completing paperwork by the set deadlines and responding to onboarding communications; if deadlines cannot be met the applicant must request an extension prior to the deadline. Failure to complete onboarding tasks paired with lack of communication can result in having your contract terminated.

While at camp, we ask you to communicate professionally your needs (e.g. suggestions, grievances, personal wellbeing, etc). If there are questions about feedback you have received, please speak with the leadership staff member directly. We believe clear communication is kind and ask that you adopt the same philosophy while employed with us.

Harassment Policy

Sonlight is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, age, color, religion, disability, ancestry or national origin, or any other classification protected by state or federal laws. All employees should respect the rights, opinions, and beliefs of others. Harassment whether conducted by, or affecting an employee, program participant and family members, volunteer, board member, or any other individual connected with Sonlight is strictly prohibited. Examples of conduct prohibited by this policy include using racial and ethnic slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. Unwanted sexual advances, requests for favors, or inappropriate sexual banter are explicitly banned. Any such harassment is prohibited by this policy whether or not the conduct also violates federal or state law. This policy applies to all employees, directors, volunteers, and the Board of Directors.

If you believe you are the victim of harassment you must immediately report this fact to the Executive Director. Disciplinary action may include termination of employment.

Time Off

All summer staff will work Sunday afternoon (approx. noon) through Saturday afternoon (approx.noon) or whenever the weekly duties and post-session clean-up is completed. There may be time off midsummer for staff to elect to take a few specified days off unpaid when we have our one rental group.

Each week, time off will vary by job description/ role. Cabin Counselors will receive limited scheduled breaks by the Program Director. Operational/support staff may have extra down time in the late evening (the kitchen and dish room must be clean, daily chores, and all programmatic events/supplies are put away). Staff may not leave camp during daily time off without permission from a director.

Mid week time off is an excellent time for you to take care of your own needs as staff schedules vary. If you need to phone home, call your school, read your Bible, sleep, go for a run, clean your cabin; use this time to do what is needed to be present upon return.

Note: A key ingredient to a great program is that all possible staff participate in evening campfire, skits, night games, etc.

Leave of Absence

In the event of an unexpected leave of absence, the directors must be given advanced notice. Departure dates and return dates must be agreed upon before leaving. All leaves of absence will be unpaid.

Termination

Your employment at Sonlight Christian Camp is on an at-will basis and can be terminated at any time with or without cause or notice by the program director or camp directors. All paid contracts and health coverage will terminate on your last day worked.

If you decide to terminate your employment prior to the agreed upon contract date, you must communicate at least 24 hours prior to your departure with your supervisor and Camp Director. You will be asked to complete a written notice of termination to document reasons for departure.

Criminal Record Check

Sonlight will perform a criminal background check on all employees, paid or volunteer. In addition, the State of Colorado requires more specific background checks for certain employees. **Upon your hire** you will be expected to submit fingerprints from an FBI/Colorado Bureau of Investigation check (at your expense) Colorado TRAILS Child Abuse and Neglect Database check according to instructions that Sonlight will provide. *Those fees will be reimbursed when you provide Sonlight with receipts upon your arrival at camp.* You may not be allowed to be placed in a cabin as a counselor if your background checks are not submitted in a timely manner. Driving records may also be investigated.

Transportation

Sonlight owns several vehicles for camp-related use. When camp business is being conducted, staff members may use Sonlight vehicles with approval from a director. Staff must be over 18 and have appropriate training in order to drive a Sonlight vehicle. Each staff member driving a Sonlight vehicle is responsible for checking all fluid levels before using the vehicle. All staff members approved to drive Sonlight vehicles are expected to adhere to the traffic laws of Colorado at all times. Staff members are expected to use extreme care while transporting campers and other staff, and to use good driving sense at all times.

Some Sonlight vehicles are equipped with standard transmissions. It is preferable that staff members know how to operate vehicles in mountainous terrain. Current driver's license information must be on file in the Sonlight office for all drivers. Camp vehicles are not to be used for personal use. Sonlight will not be responsible for any fines, fees, or penalties assessed to a staff member while driving a Sonlight vehicle.

Personal vehicles are not to be used for camp business or to transport campers. Sonlight carries no insurance on personal vehicles and we recommend *not* loaning personal vehicles to other staff members. While camp is in session, personal vehicles must be parked away from the main camp area and used by staff only during time off.

Firearms

Do not bring personal firearms to camp. Due to State Child Care Regulations, we cannot allow firearms on camp property, including in staff cabins or vehicles. Sonlight has no adequate facilities to store guns safely. Thank you for your cooperation in this matter.

Visitors

Any visitors wishing to visit during the day must be approved by a director. Sonlight will allow **no** overnight visitors during the summer camping season. This rule applies May 26th through August 1st, 2027. This includes your night off (Saturday night). There are no exceptions. Summer Staff member's personal visitors are not allowed to stay overnight when camp is in session because of the nature of staff responsibilities, interdependence of staff, state regulations for background checks, and the limited size of Sonlight Camp. If you have visitors "passing through Pagosa Springs", please arrange their visit during your day off (Saturday noon - Sunday noon) and have them stay overnight off-site.

Support of Program Goals

Each Sonlight staff member plays a vital role in carrying out our specific mission (see page 5, "Mission Statement"). This mission is carried out by staff members in every position.

Sonlight has a tradition of warm and caring staff members that are involved in the full variety of camp programs (night games, campfires, volleyball games, singing, worship, etc). Your first priorities are the tasks outlined in your job description, yet everyone's general responsibility is to live out the mission of "Be with Kids and Show them God." Campers respond positively to staff interaction, resulting in a positive

experience for both campers and staff.

Support of Sonlight's Mission Statement

Staff members are expected to support the mission statement on page 4.

Things you might expect at Sonlight include:

- Daily small groups and message from the speaker to enrich the spiritual development of the camp community
- Team-building initiatives to build community, promote an environment of understanding and appreciation of diversity, and encourage teamwork.
- Operating with small groups, so staff will know individual campers.

Public Relations

Each staff member is expected to be a representative of Sonlight Christian Camp around parents, campers and guests. Any issues, concerns, and/or questions which are raised by guests or parents should be addressed quickly and appropriately. The leadership of Sonlight is interested in feedback, both positive and negative, in order to improve the service and program provided.

A professional image should be presented at all times, including time off. Should staff choose to spend time with or around campers on their time off they are expected to portray the values of a Sonlight staff member by upholding appropriateness and behaviors expected during camp operations. By choosing to spend time with or around campers, there are relational impacts to be aware of such as perceptions of fairness and favoritism. Staff are encouraged to be mindful of these impacts in both large and small group settings.

Summer staff members are hired professionals. All staff members will receive a name tag and a staff shirt. Staff members are expected to wear their staff shirts on both opening and closing days of each camp session, as well as some days where staff are with campers offsite (such as an activity in town). They will wear their name tags the entire time that Sonlight hosts guests, whether campers, parents, or rental groups.

Performance Evaluation

The overall performance of each staff member will be evaluated and given feedback as appropriate. The purpose of feedback is to identify areas of growth and discuss strategies for success while celebrating the wins. Feedback is provided through individual conversations and/or general reminders to the larger group on an as needed basis. Though none of us is perfect, all staff members should continually strive for improvement.

When providing feedback, leadership staff are looking at the larger picture of the camp in fulfilling the mission and motto of Sonlight. Feedback is based on the following:

- Act as a member of a team, offering support and acting as a resource to colleagues.
- Builds good relationships with staff members, guests, and campers
- Displays growth in areas of responsibility and initiative
- Positively represents the camp in front of parents and members of the public.
- Completes assigned tasks in job description
- Maintains the culture and systems of the Sonlight community

In the event of a situation where a director at Sonlight determines that your performance is not satisfactory or needs improvement, those issues will be addressed as necessary and on a case-by-case basis.

All staff should understand their job descriptions prior to applying. Please direct questions to Mary (Executive Director) or Claire (Camp Director.) Duties may vary week to week, depending on your role (counselor, kitchen Staff, maintenance specialist, etc.).

Characteristics of Sonlight Staff

The basic characteristics of a good staff member are:

- Flexibility - willingness to adapt
- Awareness - of yourself and others
- Initiative - to find the next task or space of betterment
- Enthusiasm - attitudes are contagious
- Community Mindedness - desire to contribute and offer grace
- Resilience - ability to do hard things
- Teamwork - collaboration towards the common goal
- Figureoutability - a willingness to troubleshoot and figure out solutions

Staff members should make an effort to be:

understanding	encouraging
tactful	cooperative
dependable	creative
caring	positive
friendly	communicative
teachable	joyful
curious	hard-working
hopeful	fair
professional	curious

Alcohol/Illegal Substance Policy

Illegal substances (drugs) are not allowed on Sonlight property (for staff members or campers). Although marijuana is now legal in Colorado, it is still banned by federal law and by Sonlight Camp. Possession and/or use of these substances will be grounds for termination.

Sonlight has adopted an alcohol/ marijuana/ nicotine/ e-cigarette/ smokeless tobacco policy for all seasonally-hired staff in compliance with Colorado State Child Care Regulations. Alcoholic beverages, nicotine, e-cigarettes, smokeless tobacco and marijuana will not be permitted on the main Sonlight Camp property during the summer camping season. (May 26th – August 1st, 2027) This includes the Lodge, Winchester Cathedral, camper or staff cabins, the speaker's cabin, healthcare station and backpacking building.

Sonlight acknowledges there are many different viewpoints amongst the larger Christian community pertaining to alcohol or marijuana consumption. Staff members who are of legal age may consume alcohol responsibly off-site during time off. Please remember, you are representing Sonlight in public and are expected to return to work without being impaired. **Marijuana, because its impairing chemical is detectable in the bloodstream for a long time after consumption, must not be consumed by staff during the summer. Evidence of such consumption will be grounds for termination.**

Possession or consumption of alcohol or marijuana on Sonlight's property (as defined above) will be grounds for termination.

- No one under 21 will consume alcohol, nicotine products, e-cigarettes, smokeless tobacco or marijuana on Sonlight property. (Colorado State Law)
- No staff member will purchase or provide alcohol, nicotine products, e-cigarettes, smokeless tobacco or marijuana for anyone under 21. (Colorado State Law)
- No staff member will consume alcohol, nicotine products, e-cigarettes, smokeless tobacco or marijuana when he or she is considered "on duty".
- No staff member will consume alcohol, nicotine products, e-cigarettes, smokeless tobacco or marijuana when on Sonlight's property (as defined above).
- **No staff member will consume marijuana during his or her employment with Sonlight**.

Internet & Cell Phone Guidelines

Sonlight specializes in creating a culture of in-person, face-to-face ministry both for campers and staff. Campers must surrender their phones for the week they are at camp. In order to build a community that functions well in person, **staff will surrender their phones for the majority of staff training and have extremely limited opportunities during the camp sessions for personal phone use**. From that point on, those who need to reach staff members by phone for emergencies may do so by calling the camp office number and expect to leave a message (970.264.4379). *There is limited cell service at camp. Phones must access the internet to function at camp, and the internet will be limited.*

During the weeks that campers are at Sonlight, staff generally **will have limited access** to the internet from the beginning of a camp session until cleaning is finished. The Directors may allow infrequent scheduled times of internet/cell phone access during that time, at their discretion.
On their days off, staff will have access to their phones and full use of whatever internet service the camp has.

Sonlight is a Christian organization and we can be held liable for any material that originates or passes through our systems. Thus, intentional streaming, downloading or distribution of obscene, violent, or pornographic material (legal or otherwise) is strictly forbidden and grounds for immediate termination.

Keeping Staff Healthy

The pace of the summer is often hectic and busy with changes happening with a moment's notice. Sonlight holds its staff responsible for keeping themselves healthy and rested. We encourage getting plenty of rest both during the week and on your night off. There is a direct correlation between job performance and lack of sleep. Staff must be responsible and maintain habits that enable them to function at the high level of mental and physical activity required by the program. Sleeping and showers are required. (See the description of professionalism under "General Employment Policies" above.)

CampWell

We work to be a community of well-being, recognizing that for our camp to be a space of growth for campers and staff alike we must support individuals in their pursuit of wellness. Physical, mental, social, emotional, environmental and/or spiritual health are all aspects of one's well-being that need to be tended to for the holistic care of an individual. We encouraged staff members to continue the care in which they are receiving while at camp (e.g. medications, therapy sessions) such that they feel safe, supported, and connected to the community they are actively participating in. Staff members should discuss areas of needs they have with their supervisor to create a partnership of success for the summer.

Definitions and training of CampWell practices provided by *Alliance for Camp Health*.

Dating Policy

The Sonlight staff community can become very close, and some staff will choose to date during their summer employment. If individuals decide to pursue a dating relationship while at Sonlight, it must be discreet and appropriate in public. The focus of camp is campers. When staff relationships become the focal point of conversations because of romantic affection, limiting interactions with fellow staff and campers, or interfering with job performance, it is no longer reflective of the mission of camp. You may not display romantic affection in front of campers and should be considerate of such in front of other staff. Please mention your decision to your supervisor. Dating at camp can be healthy, however, expressions of romantic interest can alienate other members of a team, and misery between dating (or formerly dating) staff members can spread to the rest of the staff. Any behavior which interferes with the mission of Sonlight will be addressed by the director.

Monetary Tips/Donations

Sonlight does not encourage tips from campers, parents, or any friends of campers or camper family members. We ask that Sonlight staff politely refuse all tips. We don't want to give the impression that parents can "purchase" special treatment for their child. If a parent insists on giving money, they can make a donation to the Sonlight Scholarship Fund.

Personal Rec Equipment

You may bring personal Rec equipment to camp. You must use personal and/or Sonlight equipment consistent with Sonlight policies (i.e. helmets must be worn when biking/diggling, archery policies followed, climbing wall gear checked, long pants on Digglers, etc).

Additional Training

Staff positions such as directors, the camp nurse, some counselors, etc. require Wilderness First Aid (WFA) or Wilderness First Responder (WFR), CPR, First Aid, and/or other certifications. Staff members are required to obtain these certifications on their own, and at their own expense, before reporting to staff training if the training is a requirement for your position.

Camper Supervision Ratios

Age of Children	# of Children	# of Adults (18 or older)
8-10 yrs. old	8	1
11-13 yrs. old	10	1
14-18 yrs. old	12	1

The above ratios shall be maintained at all times.

There shall never be one adult and one camper alone. If a camper wants to talk one-on-one with an adult, it should take place in a public area. Another adult should be notified about the intended interaction, and monitor the situation from a distance.

The following activities require a minimum of two (2) staff members present: all-camp group games, transportation of campers, climbing wall, dodgeball, mountain biking, hiking, backpacking, and other situations where a supervisor decides it is necessary.

Summer 2027!

Thank you for your interest in wanting to be a part of the Sonlight legacy in 2027! We appreciate your commitment to our mission and ministry.

Be sure to keep an eye on your email as you work through the application process.

If you have any questions regarding the Staff Handbook, please feel free to email Mary or Claire (mary@sonlightcamp.org, claire@sonlightcamp.org) or call us: 970-264-4379.