



August 2024

Volunteer's Manual

Camp Running Bear

Monkton, Maryland



Dear Friends,

We are excited for our 10th annual Camp Open Arms in August. We are even more excited that you will be part of camp this year! Mark your calendars for August 5th – 10th, 2024! Camp is a full week again this year!!! Please note that our family event on Saturday, August 10th will take place on the campus of University of Maryland St. Joseph's Medical Center in Towson and we will likely be having a late event for our campers on Thursday, August 8th **and** Friday, August 9th.

Please note that the parking arrangement for volunteers at Camp Open Arms will be different this year than in previous years. We will give you further instructions regarding parking as we get closer to the start of camp.

Without the dedication of people like you, Camp Open Arms would only be a dream and not a reality. I am looking forward to having you part of the Camp Open Arms Team! Our mission is to provide a fun yet challenging camp experience for children with brachial plexus injuries and other limb differences, helping them gain strength, courage, and determination while building bonds with other children and families just like them.

Enclosed is important information about Camp Open Arms. Please read through the information carefully. If you have any questions please let me, Haley, or India know.

Fondly,

A handwritten signature in black ink, appearing to read 'Joshua M. Abzug'.

Joshua M. Abzug, M.D.

Professor

Director and Founder, Camp Open Arms

Director, University of Maryland Brachial Plexus Clinic

Deputy Surgeon-in-Chief University of Maryland Children's Hospital

Vice-Chair for Clinical & Administrative Affairs

Director of Pediatric Orthopaedics, University of Maryland Medical Center



Camp Dancing Bear and Running Bear
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Volunteer Application

Please Print:

Last Name: _____ First Name: _____

Middle Name: _____ Date of Birth: ____/____/____

Address: _____

City : _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

I prefer to be contacted via Phone Email Other: _____

Profession: _____ Place of Employment: _____

8:30am-4:30pm Mon Tues Wed Thurs Fri
Late night, 4:30pm - tbd Thurs Fri

9:30am-2:30pm Saturday

I can volunteer:

Person to contact in case of an emergency:

Name: _____ Relationship _____

Phone Number: _____

Your Allergies (if any): _____

Are there any medical conditions that you would like us to be aware of in case of a medical emergency: _____

Special skills/talents:

Preferred Activity:

We will make every effort to accommodate your request.

- Arts & Crafts
- Education
- Music/Dance
- Team Building/Ropes Course
- Outside Activity/Obstacle Course
- Group Leader 4-6 yrs
- Group Leader 7-9 yrs
- Group Leader 10-16 yrs
- Hike
- Does Not Matter

T-Shirt size- XXL XL L M SM

Please notify haley.jacobs@som.umaryland.edu if you require a different size.



Behavioral Standards

Accountability: We commit to take ownership of all that we do and responsibility for the outcomes of all our actions.

- Accept the responsibilities of your job
- Take responsibility to create a safe and incident free environment
- Comply with HIPAA privacy

Appearance: We commit to respect our personal appearance.

- Follow dress code policies
- Wear ID badge/sticker correctly at all times
- Do not use personal technology during camp

Communication: We commit to clear, open, honest and timely communication

- Communicate any issues to camp director immediately

Respect: We commit to treat others as they would want to be treated

- Offer help when possible and cooperate
- Be sensitive to cultural differences
- Treat volunteers and campers with courtesy, honesty, and respect

I have read, understand and agree to comply with the practice of the Behavioral Standards outlined above.

Name

Signature

Date



Child Abuse Policy and Code of Conduct

No form of child abuse, whether physical, emotional or sexual, will be permitted or tolerated at Camp Open Arms.

Child abuse is morally and legally wrong. It can come in many forms. Physical abuse can be considered non-accidental injury or pain that is intentionally inflicted upon a child or youth. Emotional abuse can be considered mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological or emotional functioning. Anything done to inflict pain while disciplining a camper can be considered child abuse. The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers.

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or false allegation can cause irreparable damage to the reputation of the accused staff member, volunteer, and/or the camp. Stating which behaviors are appropriate and inappropriate allow camp staff and volunteers to comfortably show positive affection, and yet identify individuals who are not maintaining safe boundaries with children or youth.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or third person. Sexual behavior between a child and an adult should be considered forced, whether or not the child has consented. The behavior may or may not involve touching. Sexual abuse perpetrated by another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.

The following Guidelines for Appropriate Affection are based, in large part, on avoiding behaviors known to be used by child abusers to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all camp staff and volunteers, regardless of gender, working around or with children.

There should be AT ALL TIMES TWO VOLUNTEERS PRESENT WITH THE CHILD/CHILDREN. For example, in group activities at least two volunteers must be present. When a child needs to use the restroom, at least two volunteers must walk the child to and from the restroom. **AT NO POINT IN TIME SHOULD THERE BE ONE VOLUNTEER ALONE WITH ONE CHILD.**

Appropriate Forms of Affection: Inappropriate Forms of Affection:

- | | |
|---|--|
| - Brief hugs | - Inappropriate or lengthy embraces |
| - Pats on the shoulder or back | - Kissing |
| - Handshakes | - Touching bottoms, chests, genital areas |
| - “High-fives” and hand slapping | - Showing affection in isolated areas |
| - Verbal praise | - Any form of unwanted contact/affection |
| - Touching hands, faces, shoulders & arms | - Tickling or full body wrestling |
| - Holding hands while walking with small children | - Comments or compliments (spoken, written, or electronic) that relate to physique or body development |
| - Kneeling or bending down for hugs with small children | - Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing |
| - Holding hands during prayer | |
| - “Fist bumps” | - Private meals with individual children |

CHILD ABUSE REPORTING

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to the a child at risk, including death and/or permanent injury. Therefore, if you have reasonable cause to suspect abuse or life-threatening neglect, you should talk with the director of Camp Open Arms to see what steps could and should be taken to protect the child. Reasonable cause includes behaviors that are inconsistent with the camp policies, guidelines for appropriate affection, or code of conduct or other inappropriate behaviors.

Procedures for Child Abuse Complaints

1. Any actions you observe that are not acceptable behavior according to the policies, guidelines, code of conduct, or any other inappropriate or suspicious behavior should be reported as soon as possible to a camp director. The camp director will take appropriate internal and external action.
2. The camp director or his/her appointee will be the official spokesperson for the camp in any of these matters. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, no other staff members or volunteers shall speak to the media, to each other, or to any third party, but only to the camp director regarding issues related to matters of abuse.

In the event that there is an accusation of child abuse, the camp will take prompt and immediate action as follows:

- All allegations will be taken seriously and camp staff will take appropriate action in accordance with state laws, insurance requirements, and based upon advice of legal counsel. This includes full cooperation by camp staff with an investigation with the understanding that failure to do so may be grounds for termination.

- At the first report of probable cause to believe that a child-abuse incident or life-threatening neglect has occurred, the staff member or volunteer receiving the report will notify the camp director.
- The camp director will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate with any legal authority involved to the fullest extent appropriate.
- In the event the reported incident(s) involves a staff member or volunteer at camp, the camp director will take appropriate remedial action, but is not limited to, immediate suspension and/or termination. If practical, the parents or legal guardian of the child(ren) involved in the alleged incident, as well as camp staff, will be notified in accordance with the directions of the relevant state or local agency.

CODE OF CONDUCT FOR ABUSE PREVENTION OF CHILDREN AND YOUTH

- Staff member or volunteer agrees that his or her first responsibility is the health, safety and welfare of the campers.
- Staff member or volunteer will not physically, emotionally, or sexually abuse a child or youth
- Staff member or volunteer will do their best to prevent abuse and life-threatening neglect among children and youth involved in camp activities and services.
- Staff member or volunteer agrees that they have not engaged in or have been accused or convicted of child abuse, a violent crime, indecency with a child, injury to a child, or sexual misconduct of any kind.
- Staff member or volunteer agrees that in the event they observe any inappropriate behaviors or possible policy violations with children or youth, such behaviors or violations will be immediately reported to the camp director.
- Staff member or volunteer is prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- Staff member or volunteer is prohibited from participating in or allowing others to conduct any hazing activities relating to children's camp activities.
- Staff member or volunteer agrees to avoid being alone with a child or youth where other adults cannot easily observe them unless it is an emergency unavoidable circumstance. In the event of an emergency or unavoidable circumstance, staff member or volunteer shall notify a Camp Open Arms member of the situation immediately prior to or directly following the emergency or circumstance.
- Staff member or volunteer agrees that one-to-one conversations with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
- Staff member or volunteer agrees that when supervising or assisting private activities such as dressing or showering, the staff member or volunteer will work in pairs.
- Staff member or volunteer will not ask youths to keep any secrets.
- Staff member or volunteer agrees to dress conservatively and avoid wearing provocative attire.
- Staff member or volunteer agrees to dress and undress in a modest way in the presence of children or youth.
- Staff member or volunteer will not engage in inappropriate electronic communication with a child or youth.
- Staff member or volunteer will adhere to the guidelines of appropriate affection as outlined previously.
- Staff member or volunteer agrees to abide by the established ratios for adults and children, which includes the "Rule of 2:1" (meaning that no camper and staff should be alone at any time and there must

be 2 staff/volunteers together with campers at all times.) In the event that an emergency or unavoidable circumstance occurs, the staff member or volunteer shall notify the camp director of the situation immediately prior to or directly following the emergency or circumstance.

- Staff member or volunteer is prohibited from having sexual contact with a child or youth.
- Staff member or volunteer is prohibited from dating or becoming romantically involved with a child or youth.
- Staff member or volunteer is prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on camp property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
- Staff member or volunteer is prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
- Staff member or volunteer is prohibited from using the Internet to view or download any sexually oriented materials on camp property or in the presence of children or youth.
- Camp Open Arms Code of Conduct and policies extend into cyberspace while volunteering and apply in all contexts, media and forms of communication. For example, no staff members or volunteers shall engage in private forms of social media communication with campers including, but not limited to, private Facebook messaging, direct messaging on Instagram and Twitter, or any other form of communication on Snapchat or the like.



Child Abuse Policy and Code of Conduct

All employees and volunteers must read and sign this Policy Agreement and Code of Conduct.

By signing my name below, I agree to comply with the Child Abuse Policies and Code of Conduct. I understand that these may be changed, withdrawn, added to or interpreted at any time at the camp's sole discretion and without prior notice to me.

By signing my name below, I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate camp leaders in accordance with the Child Abuse Policies and Code of Conduct. I also agree that if an investigation of a report is required, I will cooperate fully with camp personnel and/or other authorities and understand that failure to do so may be grounds for termination. I understand that the camp will not tolerate abuse of children and youth and I agree to comply in action with this position.

By signing my name below, I have read and understand the Policy Agreement, Code of Conduct, and the above provisions.

Name

Signature

Date



Confidentiality of Information Statement

As camp staff at Camp Open Arms, I understand that I may come in contact with campers medical information. I understand that any camper's medical information belongs to the camper and that I am only permitted to access patient information to the extent that it is necessary. I also understand that all medical and personal information is confidential and not to be shared.

Name

Signature

Date



Discipline Policy

The goal at Camp Open Arms is for children with brachial plexus injuries and other limb differences to interact with children who have similar differences and have fun. Disruptive behavior will not be tolerated. Disruptive behavior includes but is not limited to:

- Bullying and/or harassment of others
- Any type of physical harm to another
- Destroying any camp property, or that of the property owners
- Lying and/or stealing

If disruptive behavior is noted, the issue will be addressed with the child and parent. If the behavior continues, the child will not be allowed to participate in Camp Open Arms. Immediate suspension will result from behaviors that threaten the safety and wellbeing of oneself, another child, or staff members, (physical abuse, threats) as well as behaviors that place the camp program at risk (running away, threats to camp, other endangerment).



Dress Code

Attire:

Camp staff members are expected to dress professionally and appropriately for their specific job. All attire must be clean, neat and in good condition. The following list contains some of the clothing items that are considered unacceptable or inappropriate workplace attire:

- Pants above knees, mini-skirts, mini-dresses
- Halter tops, tube tops, cropped tops, tank tops, sun dresses
- Low cut blouses and dresses, revealing excessive chest area or cleavage
- Any shirt with sayings, symbols, etc., which would be deemed unethical or inappropriate for the professional image of the camp
- Excessive loose, tight or revealing clothing
- Flip flops, slippers, excessively high-heeled shoes

Camp Running Bear and Camp Dancing Bear is a tobacco-free organization and the use of tobacco products are not permitted.

I have read, understand and agree to comply with the Dress Code outline above.

Name

Signature

Date



Emergency Plan

Emergency, Ambulance, and 911 Procedures

When a medical emergency arises, one counselor should stay with the injured person while another counselor goes to contact emergency medical assistance by dialing 911. Give the operator the following information: Who, What, and Where. Stay on the line and follow instructions given by the operator. If possible, also contact the trained medical personnel on site.

Fire Drill

1. Instructions will be given to campers as to what to do in the event of a fire, either structural or forest fire.
2. Emergency Pan for Structural fire:
 - a. Call 911
 - b. Ring Bell
 - c. Get into small groups and take roll call
 - d. Move small groups to the field
 - e. Await Fire Department arrival
3. In the event of a Forest Fire
 - a. Call 911
 - b. Ring Bell
 - c. Get into small groups and take roll call
 - d. Move small groups to the field
 - e. Await Fire Department arrival
4. If necessary, evacuate to Camp Puh Tok (on foot) or to Hereford Fire Department Parking Lot.
5. Groups that have left the immediate camp area will be contacted via cell phone. Depending upon the nature/location of the fire, groups may be advised to stay away from base camp and/or will be advised to evacuate from their location.

Emergency Procedure for a Missing Child

When a child cannot be immediately located, the following procedures shall be implemented:

1. It shall be determined which group the child belongs in. Those counselors will be located and questioned as to the last known whereabouts of the child.
2. It should be determined which activity the child last participated in. Those counselors directly involved in that activity will be located and questioned as to the last known whereabouts of the child.
3. Counselors not assigned to groups shall immediately disperse to the primary points of interest, fanning out to the surrounding areas:
 - a. Stream
 - b. Bath house
 - c. Latrine
 - d. Campsite

- e. Chapel
 - f. Pavilion
 - g. Ropes course
 - h. Dining hall
 - i. Camp Wonder “fort”
4. One staff shall remain at the Lodge (base camp), continuously calling out the child’s name.
 5. Once the child is located, the bell shall be rung to notify all parties searching that the child has been located.

Emergency Plan for Natural Disasters and Other Emergencies

In the event of a natural disaster or other emergency, the Emergency Medical Services System will be activated by calling 911. All campers will be moved to appropriate shelter which may include the Bathhouse, Dining Hall, or Cabins. If necessary campers will be evacuated to Camp Puh-Tok.



AUTHORIZATION FOR USE OF INFORMATION, PHOTOGRAPHS and VIDEO CLIPS

Name of Volunteer: _____

DOB: _____

Camp Open Arms provides an opportunity for children to enjoy the outdoors, to experience many activities that they otherwise might not have the opportunity to enjoy and to interact with other children and staff to share common experiences. Part of this shared experience is the taking of photographs and videos-individual and group pictures. At the end of the Camp, these pictures and videos may be given to all Camp participants, staff, sponsors and supporters of the Camp. The pictures and videos also may be used in various internal and external University of Maryland Medical System, University of Maryland Department of Orthopaedics and the University of Maryland School of Medicine educational, fundraising and informational activities, on the web site, as well as by local newspapers and other media outlets. The privacy of Camp participants and staff, as well as the confidentiality of medical and related information, is among our highest priorities. Therefore, permission to provide photos and information about Camp participation is sought from the volunteers.

- I do ____, I do not ____ give my permission for Camp Open Arms to allow photographs and videos of me to be taken and used as described above.

If permission is given, I hereby release and waive all claims to compensation and rights regarding such use and/or publication. This authorization will end only when the use of disclosure of my photos and information about Camp participation is no longer needed for the purposes agreed to above. I understand that I may withdraw this permission at any time for future use or disclosure of my name, photos, videos and information by Camp Open Arms by sending written notification. However, I understand that this withdrawal would affect only future use and disclosure of the information, photographs and videos, which have not been previously used or disclosed by Camp Open Arms users to whom I have given permission to use the information or images for other purposes.

I understand that: (1) This authorization is voluntary. (2) If I do not sign this authorization, Camp Open Arms will make every effort not to include pictures or videos of myself. (4) I will receive a copy of this authorization upon signature. (5) Once my name, photos, videos and information about Camp participation is disclosed as requested, it may no longer be protected by federal and state privacy laws, and could be re-disclosed by the person(s) receiving it.

Signature: _____

Date: _____



Sign In and Out Procedures

Sign-in Procedure

Children that are being dropped off at the camp can be dropped off at 9:00 a.m. **Children must be signed in by a parent or an adult designated by the parent.**

Sign-out Procedure

Children should be picked up no later than 3:30 p.m. The parent or an adult designated by the parent **MUST** present a photo ID, at the parent table, to sign the camper(s) out. **No camper, regardless of circumstances, will be allowed to leave camp with an unauthorized adult.**

Authorized Pick-up Person

The safety of your child is the most important thing to us here at Camp Open Arms. The list of people on the camper information and health form will be used to identify the adults allowed to pick up your child from camp. Your child will not be released to anyone without proper photo identification. **THERE ARE NO EXCEPTIONS!!** The safety of your child is considered more important than any inconvenience that may occur from showing identification on a daily basis. **A PHOTO ID IS STILL REQUIRED EACH DAY** even if your name is on the pick-up form. Please read the pick-up form carefully before signing. **Please alert the camp staff of any changes in writing.** If family circumstances are such that there are individuals not permitted to ever pick up your camper, please provide a list of names.



Rule and Regulations Agreement Form

As a volunteer for Camp Open Arms, I agree to abide by the rules and regulations of the camp. If due to a personal or professional difficulty I am asked to leave the camp, I agree to do so immediately. I fully support the mission, philosophy and good intent of all involved in this camp.

Name

Signature

Date



Print Name _____

As a volunteer for Camp Open Arms, I agree to abide by the rules and regulations of the camp. If due to a personal or professional difficulty I am asked to leave the camp, I agree to do so immediately. I fully support the mission, philosophy and good intent of all involved in this camp.

(Signature)

(Date)

I attended Camp Open Arms orientation on _____ (Date). During orientation the Camp Administrator and/or the Director reviewed rules and regulations of camp, expectations of camp counselors and campers. We were trained on the emergency procedures and I was provided with a copy of the volunteer manual.

(Signature)

(Date)



VOLUNTEER CONTRACT

It is the mission of Camp Open Arms to provide children with limb differences (between the ages 4-18 years of age), the opportunity to experience an outdoor camp environment, while providing adequate adult and medical supervision. In order to provide this opportunity, it is necessary that the adult and medical staff counselors maintain a well-organized and cohesive front, exhibiting appropriate responsive behavior and teamwork.

1. The priority of all camp volunteers is the health and well-being of the campers.
2. The volunteers will support the philosophy and mission statement of the camp. All campers should be encouraged to communicate, participate, and enjoy all that can be gained from this camp experience, including the opportunity to improve confidence and self-esteem.
3. All campers will be treated with respect and courtesy regardless race, sex or age. No favoritism should be exhibited at any time. Flexibility in this standard will only be found with respect to the camper's physical limitations.
4. All volunteers will follow the rules and guidelines of the camp, as referenced in the volunteer manual.
5. It is the responsibility of each volunteer to be familiar with the rules and guidelines of the camp prior to the arrival of the campers. It is also each volunteer's responsibility to support and promote these rules and guidelines among each other and the campers.
6. All camp volunteers will report directly to the Camp Director, Joshua Abzug.
 - a. Any issue which may directly or indirectly affect the flow of the camp, campers, or staff;
 - b. Any addition or deletion of staff volunteer time;
 - c. Any need to leave the camp for personal reasons;
 - d. Any difficulty that cannot be resolved in a group situation;
 - e. Any difficulty with language, participation, or behavior that cannot be resolved in the group, either with camper or counselor.

The Camp Director will make the final decisions on all camp matters pertaining to staff schedules and camper issues.

7. The volunteers will abide by any recommendations, rules, or guidelines prescribed during orientation and/or the daily operation of the camp by the Camp Director in accordance with the philosophy of Camp Open Arms.

Name

Signature

Date
