

Please print your name: _____

The Camp Alleghany Honor Code

As a member of the Camp Alleghany community, I pledge that I will not lie, cheat, or steal while working and living at camp.

Furthermore, I pledge that I will not tolerate those who break this code and will report violations to my direct supervisor.

Signed,

(Name)

(Date)

Camp Alleghany Counselor Code of Conduct

As a counselor at Camp Alleghany, I understand that appropriate conduct and the observance of rules enhance the camping experience for all involved. I know that coming to camp is a rewarding experience for me, but that my first priority must be to make it a meaningful and rewarding summer for the campers. In order to do this unselfishly and with a positive attitude, I promise to observe the following guidelines:

1. To follow all rules of Camp Alleghany, to lead by example, and to be a positive role model for all campers, I will:
 - a. Adhere to the camp schedule at all times;
 - b. Be on time for meals, activities, Assembly, and other scheduled events;
 - c. Wear appropriate clothing; adhere to dress codes/uniforms/shoe rules;
 - d. Observe and enforce table and dining hall manners;
 - e. Model the appropriate level of respect for such rules.

2. To complete all duties and responsibilities as outlined in the Counselor Handbook, I will:
 - a. Thoroughly complete my Patrol duties and responsibilities;
 - b. Assist my Department Head as she instructs me and approach my daily classes (including rainy days) with enthusiasm;
 - c. Be in charge of at least one evening activity per term and actively participate in all other required evening activities;
 - d. Submit my postcards in a timely and professional manner, knowing the quality of what I send is a reflection on myself and Camp Alleghany;
 - e. Read the Counselor Handbook thoroughly and understand that I am responsible for its contents;
 - f. Respect camp facilities and clean up after myself (especially in the Arts & Crafts Lodge, Counselors' Lodge, Purple Palace, and Cottage).

3. To respect the boundaries of counselor free time, I will:
 - a. Only be in the Counselors' Lodge, the Cottage, or the Arts & Crafts Lodge during designated counselor free time (5:00 to 6:00 p.m. and after Taps);
 - b. Spend minimal time on phone/computer in order to maximize the meaningful relationships gained at camp;
 - c. Refrain from discussing the use of the phone/computer or time off with campers.

4. To represent Camp Alleghany—in camp and out of camp—in a respectful and positive manner, I will:
 - a. Strive to have mature, respectful and friendly interactions with parents;
 - b. Behave mannerly and dress appropriately on time off in the Lewisburg community (especially when wearing Camp Alleghany clothing, tote bag, or other sign of your camp affiliation);
 - c. Model appropriate behavior for campers when participating in events with Camp Greenbrier and Camp Virginia;
 - d. Keep all social media and internet websites free of inappropriate language, pictures, videos, or comments when referencing Camp Alleghany

5. To maintain a positive attitude in front of campers and counselors, taking initiative in daily activities and offering help where needed, I will:
 - a. Keep camp clean by picking up trash when I see it;
 - b. Offer assistance if I see campers or counselors who need help;
 - c. Approach interactions with campers, in class or on tent row, with enthusiasm, patience, and kindness;
 - d. Seek assistance from a superior when needed, rather than take frustrations out on campers;
 - e. Maintain an unselfish attitude.

6. To handle problems professionally and appropriately, I will:
 - a. Follow the chain of responsibility;
 - b. Seek assistance from a superior when needed.

7. To model hygiene and cleanliness, I will:
 - a. Shower at least every other day and encourage my campers to do the same;
 - b. Keep my personal space clean throughout the entire day in accordance with inspection criteria.

8. To honor the No Gossip Policy, I will:
 - a. Avoid the appearance of exclusive cliques and will include others in conversation, free time, and time off;
 - b. Refrain from speaking negatively about others at camp and refrain from spreading rumors about camp.

9. To uphold the Honor Code while employed at Camp Alleghany:
 - a. I will not lie;
 - b. I will not cheat;
 - c. I will not steal;
 - d. I will encourage others, campers and staff, to do the same;
 - e. I will not tolerate and will report those who break this code.

10. To uphold the high standards of Camp Alleghany, I will:
 - a. Follow all American Camp Association standards as presented to me in the Counselor Handbook;
 - b. Refrain from hazing in any form;
 - c. Follow the Drinking and Drugs policy, which I have read and signed and understand that I am responsible for;
 - d. Refrain from inappropriate relationships with other staff members;
 - e. Honor, respect and uphold Alleghany's traditions, and model the appropriate level of reverence for these traditions so campers and younger staff will follow my leadership

I promise to make a commitment to these rules and guidelines while employed at Camp Alleghany, as a way to make camp the most positive and supportive environment it can be for both campers and counselors.

Signed,

(Name)

(Date)

Camp Alleghany's No Gossip Policy for Counselors

The goal of the No Gossip Policy is to eliminate camp gossip, which can strain relationships between staff members and distract counselors from performing their duties in a focused and positive manner. The policy prohibits gossip about fellow staff members, Head Counselors, directors, and campers, as well as exclusive cliques among staff members. The policy is aimed at creating a more team-oriented, positive culture among the staff.

We know that some of your best friends are here at camp and that you only get to see them for these seven weeks a year. In no way do we mean to say that you cannot enjoy those close friendships – these bonds are what keep you all coming back here each summer, and Alleghany thrives on that. But sometimes close friendships turn into exclusive friendships that make others feel unwelcome. We trust that you, as a caring, mature person, understand the difference between the two.

We also know that there are times when the actions of others at camp - campers, peers or leaders - cause you to want to vent to a friend. We are all human, and sometimes the stresses or frustrations of camp require us to blow off some steam. But in doing so, you need to ask yourself: is my discussion of this issue aimed at getting it off my chest so that I can return to my day feeling better, or, am I doing this in a mean-spirited way, aimed at hurting or mocking, rather than aimed at resolving the issue? Often, the better way to vent your feelings is to discuss the issue with the person who caused it.

There are also situations where you're not the one initiating the gossip. While you might not think you're "to blame" merely by listening, remember that if no one was there to listen, the negative statements would never be made in the first place. Even as a passive participant, just by going along with it, you are contributing to the negative environment.

We ask that you engage in honest self-reflection throughout the summer, asking yourself:

- Am I contributing to a team-oriented atmosphere, or am I (even unintentionally) making other staff members feel unwelcome in a conversation?
- Am I allowing a frustration to fester and then making it worse by discussing it with others?
- Am I being disrespectful to a camper, whose parents have entrusted me to care for her, by mocking her to my friends?
- Am I giving someone an opportunity to gossip by participating in the conversation?
- Am I repeating or promoting a rumor about camp about which I have no personal knowledge?

We can probably all look back on past summers and think of regrets we have in how we treated others. The "bubble" of camp life tends to magnify issues causing us to lose perspective until the summer is over and it's too late to repair relationships. This policy is aimed to help you check yourself when you might get wrapped up in the drama and lose sight of how lucky we are to be in this wonderful community. We firmly believe that if you sincerely commit to helping us create this more positive environment this summer, you will benefit personally through individual growth and from being a member of a more cohesive staff that focuses on contributing to this place that has given so much to us all over the years.

Accordingly, we are asking you to pledge to help us establish this policy as a sign of your commitment to make our staff morale the best it can be:

As an employee of Camp Alleghany, I promise:

- To be inclusive of others in conversations, activities, free time, and time off as a way to strengthen the camp community and the bonds of the staff members;
- To refrain from becoming a part of a clique or exclusive group, so as not to hurt feelings or make others feel unwelcome;
- To refrain from talking about anyone (directors, Head Counselors, staff, or campers) in a negative or destructive way, and to refrain from participating in conversations where others are doing so;
- To keep my negative thoughts to myself, or if necessary, vent them privately to an appropriate person, such as a leader, in an effort to resolve the frustration;
- To befriend new staff members and help them learn the traditions and rules of Alleghany in a friendly and non-judgmental manner;
- To refrain from spreading rumors that I do not have facts to prove as true, and, if necessary, to ask an authority figure if something is true before repeating it;
- To not tolerate staff members who do not adhere to the above behaviors.

Signed,

(Name)

(Date)

These standards are aspirational. That means that, due to the realities of the camp environment, there will be times that we will all fall short of these high standards. However, we are asking you to commit to upholding these standards and to help your peers do the same. We all must take responsibility for our camp community, and we thank you in advance for working to make Camp Alleghany be the best it can be.

Camp Alleghany Drinking and Drugs Policy

As an employee of Camp Alleghany, I understand that:

1. I am not to use or possess illegal drugs at any time during my employment at Camp Alleghany, whether on Camp Alleghany property or elsewhere.
2. If I am under the age of 21, I am not to consume alcohol at any during my employment at Camp Alleghany, whether on Camp Alleghany property or elsewhere.
3. If I am over the age of 21 and choose to drink alcohol, it must be done on time off only and never on Camp Alleghany property. I am to drink responsibly, and will not return to camp intoxicated in any way.
4. If I violate of any of the above rules I will be immediately dismissed.
5. Furthermore, if I violate any of the above rules I will not be able to use Camp Alleghany as a reference for future employment.
6. These rules are created to:
 - a. maintain the safest environment possible for the campers,
 - b. maintain the safest environment possible for the counselors, and
 - c. comply with laws and regulations that Camp Alleghany and its employees must follow.

I promise to follow this policy and make a commitment to ensure that others follow it while employed by Camp Alleghany, as a way to ensure the most safe, positive, and supportive camp environment for both campers and counselors.

Signed,

(Name)

(Date)

Camp Alleghany Staff Training and Time Off Policy

The following statement of policy is to outline up front our policies for issues that arise each year regarding time away from camp during Staff Training and term camp. Except in the case of extraordinary circumstances, these rules will be applied uniformly to all staff members. *Each counselor will be held responsible for having read this information.*

1. The dates for the upcoming summer, including Staff Training dates, are posted on Camp Alleghany's website by September 1st of the prior year.
2. Attendance at, and participation in, the **full week** of Staff Training week is mandatory for all counselors in order to work as a counselor at Alleghany.
3. One component of Staff Training is teaching Mini Camp classes:
 - a. Counselors will learn how to teach in their assigned departments;
 - b. Department Heads will train and observe staff;
 - c. Because this is a part of a counselor's training, no additional salary is given for teaching Mini Camp classes.
4. A counselor may miss up to 2 days maximum during the **term** for the following reasons only:
 - a. College Orientation;
 - b. Family Wedding;
 - c. Family Emergency.
5. If time is missed during the term, the counselor will be docked up to 12 hours of her assigned time off.
6. Special circumstances (during Staff Training or term camp) will be handled on a case-by-case basis. Of course, do not hesitate to bring individual needs to the head counselors and directors, but recognize that decisions will be left to their discretion and will be as consistent with the above policies as possible given the circumstances.

By signing below, I affirm that I have read and agree to the terms and conditions in the Camp Alleghany Staff Training and Time Off Policy.

(Signature)

(Date)