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## FROM THE COBEAC STAFF

Time has passed quickly since you signed your summer contract to work at Camp CoBeAc. Throughout this time, you may have had thoughts like, “What have I gotten myself into?” Our desire is to supply you with information which will provide a better understanding of Camp CoBeAc as well as help you adequately prepare for your role in this ministry. It would be impossible to completely prepare you for every facet of the camp ministry; however, we do hope that this information will help lay a good foundation for you. As you go over this material and follow the posts on the Summer Staff Facebook page, please feel free to contact us with any questions you may have through email at [summerstaff@cobeac.org](mailto:summerstaff@cobeac.org) or by calling us at 989.366.5162. You are important to us, and we desire to make your time at Camp CoBeAc enjoyable as well as spiritually challenging. Please be assured of our prayers for you as you prepare to serve with us this summer!

In His Service,  
Bro. Aaron Wilson

## CENTRAL REGISTRY CHECK / BACKGROUND CHECKS

If you are over the age of 18 before August 13, 2022, the State of Michigan requires that we run a background check. You will need to fill out a form that the summer staff secretary will send out once your application process is complete.

If you are 21 or older before August 13, 2022, you will be asked to submit a form to the central registry in your home county to be certain that you are cleared to work with children. Both the background check and central registry check forms will be sent to you by the summer staff secretary once your application process is complete.

## STAFF FILE

The State of Michigan requires a personal staff file on each staff member. This file will include your application, 3 reference forms, background check, and other important information. Upon arrival at camp, you will be asked to fill out an I-9 (eligibility verification) to verify your citizenship. **When you check in upon arrival, you will need to present a copy of your social security card as well as a valid driver's license, picture I.D., or birth certificate.** If you have questions about alternate documents, email [summerstaff@cobeac.org](mailto:summerstaff@cobeac.org).

## **STAFF ARRIVAL/DEPARTURE, CHECK-IN, & STAFF TRAINING**

**ARRIVAL:** Wednesday, June 1, 2022

**DEPARTURE:** Saturday, August 13, 2022

Staff training is essential for each staff member. We desire to accomplish three things. First, we want you to become acquainted with Camp CoBeAc: camp policies, safety and health procedures, counseling principles, and the program schedule. Second, we want you to become better acquainted with the summer staff and full-time staff, so you can “feel at home.” Finally, we want to provide a spiritual atmosphere that will prepare the summer staff for service.

All staff members are required to attend Staff Training which begins the evening of Wednesday, June 1, 2022. Staff should plan to arrive at Camp CoBeAc on or before June 1 in time for the evening service. There is always help needed even before staff training, so if you would like to come early, we would certainly appreciate the help.

Staff may drive a personal vehicle to camp, be dropped off by someone, or arrange for an airport pick up.

### **ARRIVAL FORM**

Regardless of how you plan to arrive, you are required to fill out an arrival form as soon as your travel details are in place. The form can be found on our summer staff page on our website, and it must be completed by May 25.

### **DEPARTURE FORM**

You will also be required to fill out a departure form as soon as you know your departure details. Further instructions will be given during the summer about this form.

### **IF YOU ARE FLYING:**

Many of you are traveling far to serve at camp, which means flying is going to be the best option! Here are a few things to help you plan if you are flying:

- CoBeAc will offer a shuttle from the airport on specific days (May 30-June 1). If you choose to fly on another day, you will be responsible to find a ride.
- If you are a lifeguard, a shuttle will be available on May 26-27. Please note that training begins at 6:00 PM on Friday, so you will need to be on property by that time.
- Submit airport shuttle requests by completing the Arrival form by May 25.
- If flying, we request that you use either FNT (Flint) or MBS (Midland, Bay City, Saginaw) airports for arrival and departure if at all possible. Other options are DTW (Detroit) and GRR (Grand Rapids).

## DIRECTIONS TO CAMP COBEAC

**From I-75:** I-75 north to M-55 (Exit 227), follow M-55 west into Prudenville. Turn left on Reserve Road. Camp CoBeAc and Retreat Center is on the left 2 miles south.

**From 127:** US-127 expressway to M-55 Houghton Lake exit #193, follow M-55 east for 6 miles to Reserve Road at Family Fare and turn right (CoBeAc on the left 2 miles). Or, take Snow Bowl Road exit #189 east to Old 27, go north to Emery Road, turn right and go to Reserve Road, turn right, Camp CoBeAc and Retreat Center is on the left.

For further directions, visit [www.mapquest.com](http://www.mapquest.com).

Camp Address: 4925 S. Reserve Road, Prudenville, MI 48651

## SUMMER STAFF CHECK-IN

Summer Staff check-in will take place all day on Wednesday, June 1. When you arrive at camp, please go to the office to check in. Be prepared to:

1. Complete and sign an I9 form (See Staff File section above for more info.)
2. Show a copy of your social security card and photo ID.

At staff registration you will receive the following:

1. Staff notebook and schedule
2. Name tag
3. Staff shirt
4. Room assignment

## PREPARATION FOR PACKING

We suggest that you refrain from bringing valuables to camp. We have limited storage and cannot be held liable for your valuables.

## ITEMS TO BRING

Pillow	Extra blanket	Insect repellent
Laundry Soap	Umbrella	Sun Screen
Laundry bag/basket	Rain jacket	Modest swim attire
Towels	Bible	Water Bottle
Backpack	Notebook	Personal IDs (SS card,
Sheets	Flashlight	drivers license/photo ID)
Bedding for twin bed	Fan	

## **CLOTHES TO BRING:**

Enough clothes for at least 1 week (count on possibly needing two changes of clothes per day)

Casual clothes for work, activities, etc. and clothes for evening and church services (See dress guidelines for specific details.)

Warm jackets/sweatshirts (The weather is often chilly in the evening and early morning but warms up throughout the afternoon.)

Sandals, tennis shoes, and shoes for evening services

## **ITEMS TO BRING AT YOUR OWN RISK**

Tablets          Laptops          Jewelry          Large amounts of cash

## **SPECIAL NOTE TO COUNSELORS:**

While we like to believe the best about our campers, we do have a variety of young people coming to camp from different situations and backgrounds. Campers do take things, and we would ask that you show discernment in what you bring to camp.

## **OPTIONAL TO BRING:**

Camera	Storage bins/Stackable
Vitamins	Extension cord
Fishing pole, tackle box	

## **WHAT IS PROVIDED?**

Microwave (in Dining Hall)	Toilet paper
Garbage cans/bags	Cleaning supplies
Paper towels	

## **DO NOT BRING:**

Guns/weapons	DVD players/TV's/Gaming Systems
Magazines	
Drugs/alcohol/tobacco	

## PLEASE NOTE!

As a Christian camp, CoBeAc reserves the right to ask any staff member to change a particular outfit or hairstyle if it is deemed immodest, inappropriate, not distinctly feminine or masculine, and is not representative of Godliness. Dress standards must be followed in town and on the weekends.

## DRESS GUIDELINES

**Camp CoBeAc** wants to honor God in every facet of life. Outward appearance is important because it reflects heart attitudes and life values. Our ultimate goals in appearance and dress are to glorify God, not man, and to direct the attention of others to the Christ likeness of our spirit (I Corinthians 6: 19-20; 10:31). We should base our wardrobe choices on Biblical principles, uplifting the Lord's name, and influencing others to Godliness. Realizing that each of us is at a different level of spiritual growth, Camp CoBeAc and Retreat Center provides four basic principles to help you choose your attire:

**Modesty** – means decency, not being showy, not drawing attention to oneself. It means propriety in dress, behavior, and speech. The person who desires to dress modestly is conscientious about the influence his or her dress has on others and does not want to offend or lead others astray (Proverbs 2:11). Attire should draw attention to one's countenance and reflect Christ's purity and holiness. Cleanliness and personal care of hair and clothing are essential for a proper representation of Christ. We want our staff to be an example in their grooming, dress, and actions to encourage a lifestyle of godliness in thinking and living to each camper.

**Distinctiveness** – Genesis 1:27 says, "Male and female created He them." God created two distinct genders and He purposefully planned basic differences between each gender. Distinctly feminine apparel enhances a woman's appearance and communicates a sweet spirit (I Timothy 2:9-10). Distinctly masculine apparel communicates the manly role of leader, protector, and provider.

**Appropriateness** - appropriate attire is modest, suitable, and fitting for the occasion. Certain types of clothing are appropriate for certain activities. The right choice is one balanced by self-control. The camp will allow freedom to dress appropriately for a variety of activities.

**Deference** - When we show deference, we have consideration and respect for others, as Christ says in Matthew 7:12. Attire is only one of many areas in which we regularly make choices regarding deference. There are times when we must choose to defer, submit, and yield our rights in love and concern for others. Ultimately, we must choose to do what is best for honoring God and serving others.

**As a general rule, we say that all clothing for males and females should be from the neck to the knees and loose.**

### **MEN'S DRESS GUIDELINES:**

- Hair must be kept trimmed and tapered in the back, with sideburns thinned and not below the middle of the ear. Hair should not touch the top of the eyebrow, the tip of the ears, or the back of the collar. Please avoid faddish hairstyles.
- For evening services, casual dress pants (not jeans), a collared shirt, and casual shoes with socks (not sandals or tennis shoes) must be worn. Men should plan to bring a nice pair of khaki/dress pants for on-stage events.
- Loose athletic pants, jeans without holes or frayed hems, and loose, knee-length shorts may be worn during the week and on weekends when going into town.
- Men are not to wear tank tops, ripped blue jeans, or tight slacks.
- Men are not to wear jewelry. Earrings, ear gauges, and body piercings are not permitted.
- Sandals, or closed toed shoes are acceptable foot wear for camp activities. Flip-flops are to be worn only for beach front activities.
- For church services, wear what is appropriate for the church you attend during the summer. This often means suits and ties for Sunday mornings and nice slacks and button down collared shirts for Sunday evenings though it varies by church.

**MEN AND WOMEN:** Wording on t-shirts should not be worldly in nature. Do not wear clothing advertising name brands that have negative associations.

### **LADIES DRESS GUIDELINES:**

- Hair highlights/coloring must be a natural color.
- All dresses, skirts, and shorts must come to the middle of the knee, and low necklines and backs are not permitted.
- A dress or a skirt and blouse must be worn to the evening services and Sunday services. The level of dressiness varies by church. Match what is appropriate for the church you attend.
- Loose-fitting pants are permitted for camp activities when stated, but occasions for wearing pants are rare.
- Casual, feminine walking or athletic shorts or capris may be worn during the week and on weekends when going into town. They must be loose fitting and come to the middle of the knee. Denim capris or shorts are not acceptable.
- Slits in skirts should not be higher than the back of the knee.
- Women are not to wear blue jeans, tank tops, or any tight or faddish clothing. This applies while at camp and in town, during the week and on weekends.
- We want our staff ladies to consider that distinctly feminine apparel is expressed by cut and

lines, style, fabric, and accessories.

- Flip flops are acceptable for ladies in most cases with some work exceptions.
- Sleeveless attire is acceptable for female staff wear if they cover the entire top of the shoulder and do not exhibit a “tank-top” appearance.
- Ladies should limit their wearing of earrings to two earrings at a time per ear and should also refrain from wearing ear gauges.

When asked the reason why secular organizations have very specific dress codes for their staff, employers could easily reply, “We have a dress code because we are creating an atmosphere.” If that is true of a secular organization, how much more should we create an atmosphere in a Christian setting? God has called us to be leaders and to lead by being an example. Staff members who purpose in their heart to be clean, orderly, and modest in their dress will set the tone for the right kind of atmosphere.

### **SPECIAL MUSIC:**

Ladies should plan to bring one nicer pair of sandals or dress shoes (not flip-flops) for special music and other “on-stage” occasions. Guys will need a pair of khaki or dress pants.

## **GENERAL INFORMATION**

### **ATMOSPHERE**

We maintain a conservative emphasis on conduct and attire. We reserve the right to ask and expect any staff member to change their behavior or clothing if deemed inappropriate. We ask that our staff members be loyal to the standards, policies, objectives, and spirit of Camp CoBeAc and be an excellent example to the campers, guests, and other staff members. We expect your conduct now, at the time of arrival, and throughout the summer will be above reproach. Our standards for dress, music, and entertainment would be Baptist. If you have further questions regarding any of our guidelines, please email [summerstaff@cobeac.org](mailto:summerstaff@cobeac.org).

### **POSITIONS OFFERED**

Camp is an exciting summer ministry with many benefits! One of the unique benefits is learning to be flexible and wear “many hats” while serving. **We have offered you a position based on your background and references; however, you may be asked to change positions if deemed necessary. If so, we would expect you to cheerfully serve in whatever capacity you can be used most effectively.**



## FREQUENTLY ASKED QUESTIONS

### **WILL I BE ABLE TO RECEIVE MAIL?**

Yes. Please direct your mail to the following address:

(Your Name)  
Camp CoBeAc  
4925 S. Reserve Road  
Prudenville, MI 48651

### **WHERE WILL I DO LAUNDRY?**

Quarter operated laundry facilities are available for staff on the camp ground or at the local laundromat.

### **WILL I HAVE INTERNET ACCESS WHILE I AM AT CAMP?**

Camp provides wifi access around the main camp areas and will be available to all summer staff. You will be given the passwords during staff training.

Personal laptop computers/tablets may be brought to camp at the owner's own personal risk. However, they must be checked in at the office on Monday morning and may be checked out again on Friday afternoon for the weekend.

### **CAN I COME EARLIER OR STAY LATER THAN MY CONTRACT DATES?**

We have many opportunities available for service. Contact the camp office for details on internships. If you wish to leave earlier than your ending contract date, please fill out a Departure Request form as soon as possible. These are located on our website.

### **AM I ABLE TO LEAVE CAMP DURING A WEEK OF CAMP?**

**Absence Requests** are for special events during the summer that require you to be absent during a week of camp (Monday-Friday). The Absence Request Form is located on our website and must be submitted **by June 3<sup>RD</sup>**. The sooner these are submitted, the more likely we will be able to work around your work responsibilities and give you the time off.

### **WILL I BE ABLE TO LEAVE CAMP ON THE WEEKENDS?**

After staff training is complete, most weekends will be open for you to leave; however, staff should not expect to leave on Fridays until after clean-up is complete and must be back before Sunday curfew. Specific guidelines will be given during staff training.

## WHAT TIME IS CURFEW?

Day	On Site	In Room	Lights Out
Monday-Thursday	Follow Camp Schedule		
Friday-Sunday	10:30 p.m.	11:00 p.m.	12:00 a.m.

**Those gone for the weekend must also be back at camp by 10:30 p.m. Sunday night.**

## AM I ALLOWED TO HAVE OVERNIGHT GUESTS?

Yes. If you desire to have guests, you will need to fill out a guest pass for them that is located on our summer staff web page on our website, and this pass will need to go through administrative approval. All guests (day or overnight) must check in at the office to pick up a visitor's tag. This tag must be worn the entire time they are on camp property. Lodging (if available) and meal ticket rates are as follows:

- Lodging: \$35.00/night if facilities are available. Contact the office for lodging details.
- Meals: Breakfast - \$4.00, Lunch - \$5.00, Supper -\$6.00

## WHAT KIND OF MUSIC IS USED AT THE CAMP?

Camp CoBeAc holds a strong conservative position regarding music. We do not permit rock, country, new age, jazz, or contemporary Christian music to be performed or played around camp.

## WHEN WILL I GET MY STIPEND/WHEN WILL I GET PAID?

Each summer staff member will have the option to receive a small portion of their base scholarship at the end of every week in cash. Anything left from the base scholarship as well as any support you raise will be given to you in a lump sum at the end of the summer via check, or you may have it sent to your college. More details will be given upon your arrival.

### Trailblazer Scholarship Program

This program is centered on the annual race fundraiser held at camp each summer. Every summer staff member will participate in the Trailblazer which can be used as a fundraiser to raise scholarship funds from extended family, friends, churches, and individuals. This attaches a specific date/event that summer staff can use as a springboard to help them raise pledges to reach their goal.

Each summer staff member will have a target goal to reach for the Trailblazer. We encourage a goal of at least \$500. Prior to the event, each person will contact individuals via phone, emails, letters, fundraising websites (e.g. gofundme.com) Facebook, Instagram, and other social media outlets to get the word out about the Trailblazer and their personal goal to raise. Those

individuals are then able to pledge a specific amount of money to go towards the staff member's goal.

At the end of the summer, all money you earn throughout the Trailblazer and any scholarship money left from your \$500 stipend will be either sent to your college account or given to you in the form of a check.

More information about the Trailblazer Scholarship Program and the base scholarship will be given during Staff Training.

### **WHAT BIBLE VERSION SHOULD I USE AT CAMP?**

The King James Bible will be used for all preaching, teaching, memorization, personal devotions, and counseling situations.

### **SHOULD I BRING APPLIANCES FOR COOKING?**

We ask that no major appliances be used in the cabins due to state fire codes. No cooking is allowed in the cabins.

### **MAY I BRING MY CELL PHONE?**

Yes; however, CoBeAc has a cell phone policy that will be gone over during Staff Training.

We ask that you have family and friends contact you on weekends. In an emergency situation we ask that your family contact the camp office while camp is in session and leave a message for you.

### **IS THERE A SPECIFIC CHURCH I MUST ATTEND ON SUNDAYS?**

Staff members are required to attend Sunday services, except when excused for illness, emergency, or travel (with permission). The church you desire to attend must be approved in advance, or you may choose from one of the churches presented during training. A large number of our summer staff bring their vehicles, so the majority of transportation is facilitated within summer staff. The full-time staff will help facilitate rides when needed.

## SUMMER CALENDAR OF EVENTS

<b>May 27</b>	Lifeguard Training   <i>Kristina Wilson</i>
<b>June 1</b>	Staff Training
<b>June 6-10</b>	Bridgeport Rental
<b>TBD</b>	Mackinaw Island Trip
<b>June 10-11</b>	Father Son Retreat   <i>Todd Harrison</i>
<b>June 13-18</b>	Cleveland Rental
<b>June 20-24</b>	Teen Camp 1   <i>Dave Young</i>
	Junior Camp 1   <i>Ron DeGarde/Chase Williams</i>
<b>June 27-July1</b>	Teen Camp 2   <i>Ron DeGarde</i>
	Junior Camp 2   <i>Chase Williams</i>
<b>July 4-8</b>	Family Camp   <i>Shawn Kook</i>
<b>Family Camp Wk.</b>	Trailblazer Race
<b>July 11-15</b>	Teen Camp 3   <i>Adrian Burden</i>
	Junior Camp 3   <i>Michael Jones</i>
<b>July 18-22</b>	Teen Camp 4   <i>Thomas Shepherd</i>
	Junior Camp 4   <i>Micah Self</i>
<b>July 25-29</b>	Teen Camp 5   <i>Jim Schettler</i>
	Junior Camp 5   <i>Luis Sanchez</i>
<b>July 25-August 5</b>	Leadership Camp   <i>Jim Schettler</i>
<b>August 1-5</b>	Teen Camp 6   <i>Aaron Wilson</i>
	Junior Camp 6   <i>Mark Brown</i>
<b>TBD</b>	Summer Staff Banquet
<b>August 6-10</b>	Calvary Christian Rental
<b>August 11-13</b>	Ann Arbor Rental