



WHAT TO KNOW BEFORE YOU ARRIVE

02 BACKGROUND CHECK

02 STAFF FILE

02 STAFF ARRIVAL/ DEPARTURE, CHECK-IN, AND TRAINING

04 WHAT TO PACK

05 DRESS GUIDELINES

06 GENERAL INFORMATION

07 FREQUENTLY ASKED QUESTIONS

10 SUMMER CALENDAR OF EVENTS

WELCOME TO SUMMER STAFF

We are already so excited about having you here on our summer staff this year. 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 social media pages, please feel free to contact us with any questions you may have through email at 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,



BACKGROUND CHECK

If you will be over 18 years old this summer, you will either be sent a link to fill out a background check authorization form to allow us to complete a background check for you, or you will be sent a link from the summer staff secretary to complete a background check request yourself.

If you will be over 21 years old this summer, you will also be asked to submit a form to the central registry in your home state. The summer staff secretary will send you the necessary information to complete your central registry clearance check.

STAFF FILE

The State of Michigan requires a personal staff file for each staff member. This file will include your application, 3 reference forms, background check, and other important information. Upon your arrival at camp, you will be asked to fill out an I-9 (eligibility verification) to verify your citizenship. **When this is filled out, 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.

STAFF ARRIVAL/ DEPARTURE, CHECK-IN, AND TRAINING

ARRIVAL: Wednesday, May 29, 2024

DEPARTURE: Saturday, August 10, 2024

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, May 29, 2024. Staff should plan to arrive at Camp CoBeAc on or before May 29 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, 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 20.

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 27-May 29). 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 23-24. 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 20.
- 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).

SUMMER STAFF CHECK-IN

Summer Staff check-in will take place all day on Wednesday, May 29. When you arrive at camp, please go to the office to check in. Be prepared to:

1. Complete the Arrival Checklist in the office.
2. Complete and sign an I9 form. (See Staff File section above for more info.)
3. 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

WHAT TO PACK

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	Umbrella	Sun Screen
Laundry Soap	Rain jacket	Water bottle
Laundry bag/basket	Bible	Personal IDs (SS card, State Photo ID)
Towels	Notebook	Storage bins/Stackable
Backpack	Flashlight	Extension cord
Sheets	Fan	
Bedding for twin bed	Insect repellent	
Extra blanket	Modest swim attire	

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 practice discernment in what you choose to bring.

WHAT IS PROVIDED?

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

DO NOT BRING

Guns/Weapons	Drugs/Alcohol/Tobacco
Magazines	DVD Players/TV's/Gaming Systems

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

When asked the reason why secular organizations have a very specific dress code 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.

Each employee is expected to dress professionally, modestly, and appropriately at all times. As representatives of Camp CoBeAc and servants of Christ, staff members are expected to exhibit a neat and well-groomed appearance. All attire should reflect conservative standards in dress and mirror a business casual look that would be common in a casual ministry like camping.

The basic general rule for everyone is neck to the knees and loose. Additionally, wording on T-shirts should not be worldly in nature. Logos and/or advertisements that promote themes that are questionable or sacrilegious, such as Abercrombie, Hollister and/or “Jesus t-shirts” are not permitted. Male and female clothing should not be tight, revealing, have low neck or back lines or be so saggy and loose that it allows undergarments to be revealed. The designated staff shirt must be worn every Monday and must be on by lunch.

MEN

- Hair should not touch the top of the eyebrows, the tip of the ears, or the back of the collar. Please avoid faddish hairstyles.
- Men may choose to be clean shaven or maintain neatly trimmed facial hair (**All facial hair must be fully grown by the time you arrive at camp. If you arrive clean shaven, you may not grow facial hair during the summer.**)
- All facial hair must be maintained to remain defined and of uniform length at all points of growth.
- Facial hair must be fully grown in (between 1/4-1/2 inch in length), and must be tapered with clean lines.
- Casual dress pants, a collared shirt, and casual shoes with socks (not sandals or tennis shoes) should be worn to the evening services.
- Jeans without holes or frayed hems, knee-length shorts, and athletic pants can be worn during the week or on weekends when going into town.
- Men are not to wear tank tops, ripped blue jeans, tight slacks, bicycle shorts, or any other clothing considered questionable or inappropriate. This applies both at camp and in town, during the week and on weekends.
- Male staff members may not wear jewelry (i.e., earrings, bracelets, or necklaces).
- Sandals or closed-toed shoes are acceptable footwear for camp activities.
- Ties and a button-down shirt are required for Sunday morning services. Ties are encouraged for Sunday evening services.
- Cleanliness and personal care of hair and clothing are essential for a proper representation of Christ.

WOMEN

- A dress or a skirt and blouse should be worn to the camp evening services and Sunday services.
- Casual, feminine, and knee-length walking shorts, basketball shorts, or loose non-denim capris can be worn during the week or on weekends when going into town. Denim capris or shorts are not permitted.
- All dresses, skirts, and shorts must come to the middle of the knee.
- Low necklines and backs are not permitted.
- Slits in skirts should not be higher than the knee.
- Women are not to wear blue jeans, tank tops, crop tops, or any other tight or faddish clothing. This applies to both at camp and in town, during the week and on weekends.
- We want our ladies to consider that distinctly feminine apparel is expressed by cut and lines, style, fabric, and accessories.
- Loose-fitting, non-denim pants are permitted for camp activities when stated, but occasions for wearing pants are rare.
- Earrings are permitted although any other body piercings are not.
- Cleanliness and personal care of hair and clothing are essential for a proper representation of Christ.

Dress is very important; the leadership staff will be checking daily and will ask you to change if necessary. If asked, you must change immediately and with a proper attitude.

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.

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.**

Each summer staff member’s position will fall under one of these main summer staff classifications:

Counselor

- **Duties:** You will be responsible for the safety and well-being of a group of campers throughout the week. You will guide them to their scheduled activities throughout the day, participating in activities as needed.
- **Qualifications, Education, and Training Requirements:** You must be a high school graduate or someone who demonstrates the spiritual character, relational maturity, and emotional stability to be responsible to oversee a group of campers. You will be responsible to read the summer staff manual during training, as well as attend the training sessions during the two and a half weeks of training before campers arrive.
- **Lines of Authority:** Whether you are a junior or teen counselor, your first line of authority will be the department head of the junior or teen counselors.

Operational Staff

- **Duties:** You will be responsible to work with those on your team to complete the specified tasks within your department.
- **Qualifications, Education, and Training Requirements:** You must be a high school graduate or someone who demonstrates the spiritual character, relational maturity, and emotional stability to work with others and complete operational tasks within a department.
- **Lines of Authority:** Your first line of authority will be your department head.

FREQUENTLY ASKED QUESTIONS

WILL I BE ABLE TO RECEIVE MAIL?

Yes. Please direct your mail to the following address:

Your Name
c/o Camp CoBeAc
4925 S. Reserve Road
Prudenville, MI 48651

WHERE WILL I DO LAUNDRY?

Laundry facilities are available for staff on the camp ground, and quarter operated laundry facilities are available 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 let us know as soon as possible and indicate your decision on the Departure Request form.

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 7th**. 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 pass (indicate who the guests are, their relationship to you, how long they will be staying, and where they will be staying)**, 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. Check with the office for lodging and meal ticket rates.

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 stipend at the end of every week in cash. Anything left at the end of the summer, 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. If you have been approved to receive funds through one of the four scholarships offered by Camp CoBeAc, your scholarship will be sent to your college.

Trailblazer Fundraiser Race

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 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 funds.

We encourage each summer staff member to have a target goal to reach for the Trailblazer. Prior to the

event, each person has the opportunity to 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 who would like to donate 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 or given to you in the form of a check. More information about the Trailblazer Fundraiser and your stipend 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

May 24	Lifeguard Training <i>Kristina Wilson</i>
May 29	Staff Training Begins
June 3-7	Bridgeport Rental
TBD	Mackinac Island Trip
June 7-8	Father Son Retreat
June 10-15	Cleveland Rental
June 17-21	Teen Camp 1 <i>Thomas Shepherd</i> Junior Camp 1 <i>Chase Williams</i>
June 24-28	Teen Camp 2 <i>Eric Goetsch</i> Junior Camp 2 <i>Chase Williams</i>
July 1-5	Family Camp Trailblazer Race
July 8-12	Teen Camp 3 <i>Scott Pauley</i> Junior Camp 3 <i>Ron DeGarde</i>
July 15-19	Teen Camp 4 <i>Ron DeGarde</i> Junior Camp 4 <i>Chase Williams</i>
July 15-26	Leadership Camp <i>Damien Ahrens</i>
July 22-26	Teen Camp 5 <i>Dave Young</i> Junior Camp 5 <i>Chase Williams</i>
July 29-August 2	Teen Camp 6 <i>Matt Galvan</i> Junior Camp 6 <i>Chase Williams</i>
August 2	Summer Staff Banquet
August 3-7	Calvary Christian Rental
August 8-10	Ann Arbor Rental