

August 8, 2019

Dear Camp Counselor Candidate:

It's time to start thinking about the 2020 4-H Camping Program! The 2020 Marion County 4-H Camp will be held **July 13-17 at 4-H Camp Ohio**. Youth in grades 9-12 can apply to spend the week serving as a 4-H Camp Counselor.

4-H Camp Counselors provide care and coordinate activities for campers during the camp week. Being a 4-H Camp Counselor is a unique, amazing experience; however, because you are in care, custody and control of minors, serving as a 4-H Camp Counselor requires a great deal of commitment, responsibility, maturity and accountability. Counselors are required to attend 24 hours of mandatory training, held over the course of multiple meetings from the time of their selection to camp week. Counselors will be required to attend at least one overnight training experience (February 22-23 OR April 17-18). The counselor trainings are tentatively scheduled for the following dates:

- January 8 @ 6:30 – 8:30 p.m.
- January 19 @ 2:30 – 5:30 p.m.
- February 2 @ 2:30 – 5:30 p.m.
- February 18 @ 6:30 – 8:30 p.m.
- February 22-23 @ Ohio 4-H Center (overnight option #1)
- March 12 @ 6:30 – 8:30 p.m.
- March 15 @ 2:30 – 5:30 p.m. – *if we need to make up trainings for snow.*
- April 8 @ 6:30 – 8:30 p.m.
- April 17-18 @ 4-H Camp Ohio (overnight option #2)
- April 19 @ 2:30 – 5:30 p.m.
- May 3 @ 2:30 – 5:30 p.m.
- May 21 @ 6:30 – 9:30 p.m.
- June 4 @ 6:30 – 9:30 p.m. – *Mandatory*
- July 7 @ 6:30 – 9:30 p.m. -- *Mandatory*

Our selection process for counselors is designed to mimic a real-life job selection process. As when applying for a real job, you should complete and provide all requested items for the camp counselor position. Additionally, I kindly ask that you only apply if you know that you are willing and able to commit the time and energy required to be a 4-H Camp Counselor. While it is certainly fun, it is also work.

Those wishing to apply should complete and return the application packet and references no later than October 25, 2019. Electronic copies are available at <http://go.osu.edu/marion4Hcc>.

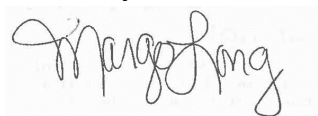
**A.** Application – Candidate should complete the application and return it to the Extension Office no later than October 25, 2019 at 4 p.m.

**B.** Reference Contact Information – Two references should be acquired on the candidate's behalf. Reference forms must be completed by two (2) non-family members (references can return them directly to office) and should not be family members or other youth. Potential references: Club advisor, teacher, employer, pastor, etc.

**C.** Interviews – ALL CANDIDATES must interview. Interviews are scheduled for **November 17 from 1:30 – 3 p.m. OR 3 p.m. – 4:30 p.m. at the Extension Office.** Dress is business casual (no jeans or sweats). Expect to be at the interview for the entire hour. ***Indicate your preference on the application.***

I wish all candidates the best in their efforts to be selected as a 2020 4-H Camp Counselor. I look forward to working with those that are selected. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Margo Long". The signature is written in black ink on a light-colored background.

Margo Long  
Extension Educator, 4-H Youth Development

**4-H OPPORTUNITY: 4-H Camp Counselor****PROGRAM DESCRIPTION:**

Immediate openings available for older youth wishing to be involved in the 2018 4-H camping program. Responsibilities include serving on at least one committee to plan and implement specific portions of a camp program; teaching workshops; and assignment to a cabin providing round-the-clock care for the campers living in that cabin. Campers will have completed grades 3<sup>rd</sup> – 8<sup>th</sup>. Position reports directly to the Camp Director; supervision by other adult camp staff.

**REQUIREMENTS:**

Candidates must currently be in high school (9<sup>th</sup> – 12<sup>th</sup> grade) and at least 14 years old by Jan. 1, 2018. Candidates **MUST** enjoy working with younger children. Camp counseling can be and is encouraged to be taken as a 4-H project. Selection based upon application, recommendations, interview, teaching activity/demonstration, previous leadership and camping experiences, and ability to be a role model. Candidates must satisfactorily complete ACA requirement of 24 hours counselor training prior to camp. It will be the responsibility of the candidate to make-up missed hours; however, if training requirements are not met, candidate will not be allowed to attend camp. Candidates enrolled in 4-H will get preference over those not enrolled. ***If selected and not currently enrolled in 4-H, candidates MUST sign up for 4-H, join a club, and complete a project.***

Other requirements include:

- Must be a member in good standing the year of camp and the prior year.
- Camp counselors **must** attend an overnight camp counselor training experience (February 22-23 @ Ohio 4-H Center) OR 4-H Camp Ohio Counselor Weekend (April 17-18 @ 4-H Camp Ohio).
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors and complete the Code of Conduct form.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.

**BENEFITS:**

Develop leadership skills, gain self-confidence, assist in personal development of younger campers, and meet new friends. Reduced camp fees. Unforgettable lifetime memories.

**TO APPLY:**

- Complete the application due no later than October 25, 2019.
  - Application
  - Short answer questions
- Submit reference forms from two (2) non-family members (references can return them directly to office).
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Contact Margo at the Extension Office to schedule and complete a mandatory interview. Camp counselor interviews on October 28 from 1:30 p.m. – 3 p.m. or 3 p.m. – 4:30 p.m. Expect to be there for the entire 90 minutes.



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



**Ohio4h.org**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: [go.osu.edu/cfaesdiversity](http://go.osu.edu/cfaesdiversity).

**4-H CAMP COUNSELOR APPLICATION**

Name \_\_\_\_\_

Age (January 1) \_\_\_\_\_ Date of Birth \_\_\_\_\_ (00/00/0000)

Home Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Is texting an option? (circle)      Yes    No

4-H Club \_\_\_\_\_ Years in 4-H \_\_\_\_\_ Grade in School \_\_\_\_\_

What time would you like your interview on November 17? (circle) 1:30 – 3 p.m.    3 – 4:30 p.m.

*In case of injury or accident, notify:*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Past 4-H Camp Experience: Number of years as: a camper \_\_\_\_\_; a counselor \_\_\_\_\_

Why do you want to be a camp counselor?

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.)

What skills or contributions will you add to the counselor team in making sure camp is successful? (such as First Aid, Babysitter's Course, Recreation, etc.)

What hobbies and/or special interests do you have that you would like to share?

Please list two of your strengths.

Please list two of your weaknesses.

**If this is your first year as a counselor**, please explain what you believe to be the primary goal of a 4-H Camp Counselor.

**If you have previously served as a 4-H camp counselor**, please explain how you positively contributed to the 4-H camp experience.

List four suggestions for camp programs, activities, or events that could be added, changed, or improved.

4-H CAMP COUNSELOR CODE OF CONDUCT

I, \_\_\_\_\_ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve others, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of cell phone, tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

- ✓ Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
- ✓ Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff)
- ✓ Treat other peers with respect.
- ✓ Not bully fellow counselors or participate in goat-play or hazing.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
- ✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
- ✓ Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
  - Get to know each of the campers personally and by name.
  - Have all campers, including myself check in any of their medications with the nurse.
  - Make sure each camper uses personal hygiene.
  - Make sure that all of my campers are familiar with camp facilities and camp rules
  - See that all campers are involved in all activities. Make sure no one is excluded.
- ✓ Check for illness or injury. Go with hurt or sick campers to the nurse no matter how minor the ailment.
- ✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
- ✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
- ✓ Urge safety at all time. Take time to explain how and why to do something safely.
- ✓ Work as a team to plan, organize and conduct all camp activities.
- ✓ Be flexible with counseling and adult staff.
- ✓ Participate in camp promotion.
- ✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year as well as future years.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Standards of Behavior for Minor Participants Participating in  
Activities and Programs with Minor Participants**

Minors participating in activities and programs with minor participants sponsored by Ohio State are required to conduct themselves according to the following standards of behavior. These standards operate in conjunction with the guidelines and regulations of the specific activity or program.

**Minor participation expectations:**

- Be responsible for own behavior and uphold high standards for the group and accept consequences for inappropriate behavior
- Support and abide by the group's designated leader
- Practice good citizenship, leadership and self-control
- Follow the direction of activity or program staff and/or leaders
- Demonstrate positive sportsmanship and attitudes at all times which is becoming of a leader
- Show respect to others, be courteous and respectful
- Use appropriate language at all times

**The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor participants:**

- Unsportsmanlike conduct, unethical, immoral conduct
- Improper language, e.g., profanity
- Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
- Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
- Boys in girls' rooms/restrooms and vice versa
- Destruction of property
- Violation of established curfew, when applicable
- Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
- Belittling others/putting others down and being disrespectful of individuals' differences
- Aggressive physical behavior, e.g., fighting
- Taking property that belongs to others
- Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State faculty/staff

**Violations of the standards of behavior will be handled as follows:**

1. If a chaperone is present for the minor involved in the violation, this person will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor from the activity or program.
3. The minor can/may be barred from participating in future Ohio State activities and programs with minor participants.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, \_\_\_\_\_, as a participant in an activity or program with minor participants, \_\_\_\_\_, 4-H Camp  
(name of minor, print) (name of activity/program, print)

have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my actions if I choose not to follow the standards of behavior.

Minor signature

Date

I, we \_\_\_\_\_ have read the standards of behavior and support my minor's participation in the  
(parent/guardian, print) activity/program.

Parent/guardian signature

Date

4-H CAMP COUNSELOR APPLICANTS  
REFERENCE FORM

\_\_\_\_\_ is applying as a camp counselor at 4-H Camp this summer. The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Relationship to Applicant: \_\_\_\_\_

**Please return no later than October 25, 2019.**

OSU Extension, Marion County  
 222 W Center St.  
 Marion, OH 43302  
 E-mail: [long.1632@osu.edu](mailto:long.1632@osu.edu)

**Please note:** Please submit in a sealed envelope. For questions, please contact the OSU Extension Office.



**CAMP COUNSELOR APPLICANTS  
REFERENCE FORM**

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