

## COUNSELOR BULLETIN 2005: USA STAFF

**CHANGE IN PLANS** - Your position with us is secure and we hope you intend to join us for the summer. We realize that something may occur which will prevent you from honoring your commitment to us. **PLEASE GIVE US THE COURTESY OF AN IMMEDIATE PHONE CALL (preferred) OR EMAIL IF YOU ARE PREVENTED FROM JOINING US** so that we may have as much time as possible to find a replacement, if necessary.

### IMPORTANT DATES :

Ann and Nat in winter office **(800-325-3396)** until June 2 & can be emailed before and after that date at **natman@comcast.net** . Jolly will be at home **(866-265-8577)** until June 3 & can be emailed before & after that date at **jollycorley@hotmail.com** . Kirby will be at home **(011 44 1235 767587)** until June 1st & can be emailed before and after that date at **kirbster4u@hotmail.com**

**June 6** Ann and Nat in camp. Telephone numbers: 603-253-9271 or 253-4091 (answering machine if no one answers). **Toll free** number: **800-865-1358**; **Fax: 603-253-7886**.

**June 13** Returning staff arrival date in camp unless otherwise arranged.

**June 15** All staff members must be in camp by 6 PM for dinner unless otherwise arranged.

**June 16-25** Staff orientation. **June 25** Campers arrive.

**August 14** Campers and counselors depart.

### STAFF DRESS CODE

You will be furnished sheets and pillowcases. You may wear anything you choose on your time off out of camp. Please see that all your clothing is marked with your name. Do not bring too much clothing. If you possess a tennis racket, lacrosse stick and hiking shoes consider bringing them. A small clamp lamp is useful.

### DRIVERS

If you are over 21 and have a valid driver's license, you may be given the opportunity to drive camp vehicles as part of our program or during days off or nights off.

### **MEDICAL REIMBURSEMENT INSURANCE POLICY**

This **REQUIRED** coverage (\$40) supplements the Workmen's Compensation protection, which covers you while performing duties of your employment. Terms: **NO DEDUCTIBLE**; \$2500 limit per accident; \$750 limit per illness. You will pay for this policy at camp.

### **PROOF OF U.S. CITIZENSHIP/RESIDENCE**

The U.S. Immigration Service requires that we have the following documents on file: A copy of your Driver's License plus a copy of **one** of the following: the information pages of your Passport with photo; Social Security Card; or Birth Certificate. You must mail this information to us or bring it with you. **DO NOT FORGET THIS INFORMATION.** In addition, bring your social security number, WSI, LGT, SCI, First Aid and CPR certification, if applicable.

### **E-MAIL**

We suggest that you get a **yahoo or hotmail e-mail address** for the summer.

### **TELEPHONE POLICY**

Phone messages for you may be received on 603-253-9271 or 4091. **NO** messages will be taken and **NO** calls will be accepted after **11PM**. There are three pay phones exclusively for staff use for outgoing calls. Our 800 number is **ONLY** for staff to phone us. No messages will be accepted via the 800 number.

### **ROBINDEL ADDRESS**

Mail sent to you should be addressed to **YOUR NAME, CAMP ROBINDEL, HCR 62, BOX 468A, CENTER HARBOR, NH 03226**. For UPS mailing include 81 GENEVA POINT ROAD.

## ✧ MANDATORY POLICIES ✧

**NO ALCOHOLIC BEVERAGES ARE PERMITTED IN CAMP.** Any staff member who uses or possesses any alcoholic beverages on campus will be subject to dismissal. *Drinking age in New Hampshire is 21.*

**NO DRUGS OR CONTROLLED SUBSTANCES INCLUDING MARIJUANA ARE PERMITTED IN CAMP.** Any staff member who possesses or uses drugs will be dismissed and subject to prosecution.

**NO SMOKING** is permitted on main campus, in camp vehicles or while on duty outside of camp.

**VISIBLE BODY PIERCING OR TATTOOS** that are inappropriate are not permitted.

**PHYSICAL OR EMOTIONAL ABUSE** of any child, or any form of corporeal punishment, will be grounds for immediate dismissal as well as possible legal action.

**FULL TRAVEL REIMBURSEMENT** will be made only if one works all summer.

**MEDICAL POLICY** - Those who have not had **mumps or measles** must receive a vaccine inoculation. You will be required to fill out a **medical history form** during orientation.

**CURFEW** - We have a flexible 2 AM curfew.