



COUNSELOR IN TRAINING HANDBOOK  
COPPERCREEK CAMP

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# Program Outlines

Coppercreek has been offering Leadership training nearly as long as we have been in operation. For many campers, these programs are the long-awaited next step in their camping progression. The transition marks a turning point in campers' experience, as you are now expected to take on additional leadership and responsibility. With these new expectations come new forms of gratification, as this older generation of Coppercreek campers are expected to work hard, but are also awarded new privileges reserved for their efforts.

There have been many changes to Coppercreek Camp's Leadership training programs in the last few years. The programs remain works-in-progress, and we plan for the summer of 2018 to be yet another step in this process. A recent big change was the expansion of the CIT program into 2 separate levels (CIT 1 and CIT 2). This allows more teens to be a part of this program, and expands the progression of skills that CITs develop. The "invitation only" Junior Counselor (JC) program (for former CITs and Trekkers who have distinguished themselves as exceptional leaders) remains the same.

This handbook will focus on the CIT Program. While it is our intention to provide a general outline of the program, please be aware that the actual content may vary from session to session, and that items may be added or deleted between now and the time camp starts this summer. For further information about the JC program, please see the JC Handbook.

## Counselors in Training (CIT's)

The CIT program is a 4-week program broken into 2 levels. CIT 1 is for campers entering at least 10th grade who have not previously been CITs at Coppercreek. CIT 2 is for campers entering at least 11th grade who have completed at least 2 weeks as a Coppercreek CIT or in a previous summer. Campers who are exceptions to these guidelines (i.e. who are in 11th grade and have never been CITs) will be placed on an individual basis, based on our assessment of their leadership skills and their own preferences.

The focus of the CIT program is to give participants a glimpse of what it is like to be a counselor at Coppercreek. Through discussions, activities, and hands-on experience, CITs learn about camp routines, managing children in groups, and running activities that are both fun and safe. While the exact format and responsibilities of each level may vary, the contents of this handbook apply to both levels, and privileges will be identical for both groups.

## Junior Counselors (JC's)

The JC program is a 2 or 4-week program, for campers who are either entering or completing the 12th grade. Our Junior Counselors (JCs) are former CITs and/or S who have been invited to return based on their exceptional performance in previous summers. JCs must have completed at least 4 weeks as a CIT or Trek and have proven themselves responsible, flexible, and creative contributors to Coppercreek Camp. JCs are considered volunteer interns, and therefore their tuition is waived. Although JCs are expected to help whenever and wherever they are needed, they also enjoy more independence than their CIT and counterparts. For more details about the JC program, please ask for a copy of the JC Handbook.

# Expectations

## Drugs, Alcohol, and Tobacco

Possession or use of alcohol, tobacco, or any other controlled substance (drugs) is strictly prohibited during your time at Coppercreek (which includes any out-of camp trips you may take). If you arrive at camp with any of these items in your possession, including drug-related paraphernalia, you will be given a 24-hour grace period in which you can hand them in to one of the CIT directors. Items handed in during this period will be accepted with no recriminations or judgments made. However, if you are caught with any of these items after your first 24 hours at camp, they will be confiscated, your parents will be notified, and you may be sent home.

## Personal Vehicles

CIT participants are not allowed to bring personal vehicles to camp. Past experience has taught us that having your new car at camp with you is an enormous distraction from the CIT program. You are welcome to drive your car to camp on opening day, as long as a parent drives it back home that **same day**.

## Cell Phones

CITs are not permitted to use or be in possession of cell phones while at camp. Violation of this policy will likely result in dismissal from camp or the CIT program. Please read and sign the cell phone policy as well as this CIT paperwork.

## Clothing

We ask that your clothing and personal appearance be appropriate to your role as a leader and mentor to younger campers. If you are a returning Teen Leader, you may notice that several specific dress code expectations have been removed this year. We expect that as teen leaders you have the ability and drive to make sound decisions about what is or is not appropriate attire as a role model. We ask that you keep your role as a leader at the fore-front of your mind when making all decisions at camp, including what you choose to wear. While we know you all have the skill to make these choices on your own should you struggle occasionally we are, of course, here to help and offer suggestion. With that said a couple things we felt were important to retain are below.

If worn make-up should look natural (as is the face you were born with not what colors exist in nature). More drastic "special occasion make-up is permitted on dance nights and dress up dinners only. Eye liner, eye shadow, and lip stick are not natural looking items and should be saved for dance night. Additionally, it is to your benefit to use those accepted items sparingly (this means only one layer of mascara not four) in order to avoid losing the use of those items as well. We need your help to maintain camps emphasis on fun and friendship rather than personal appearance.

One of our favorite expressions is "Underwear goes UNDER!!!" This means absolutely no visible bra-straps or thongs. The exception to this is sports bras, which may be worn underneath tank tops. Additionally, this means that sagging pants that expose underwear are out as well. Bring a belt!! If your pants are chronically hanging low, we are happy to create a belt or suspenders for you, but duct tape may not be the fashion statement you want to make.

Please wear a shirt at all activities and meals other than water sports.

In clothing choices, as with all choices you will make at camp, be sure to remember that the younger campers look to you as a role model and want to be just like you.

## Language and Behavior

Cursing is not acceptable. It sounds trashy, and sets a poor example for campers. The same applies to all obscene or insulting gestures and any music that you choose to play in camp. Please also keep music played in the cabin appropriate, even if a song is appropriate for everyone inside The Galaxy and The Brotha Ship it may not be appropriate for the little ears living next door.

There are topics that many of our campers are not ready to learn about. Discussions relating to sex, drugs, alcohol, violence, and other mature themes need to be held far away from campers' listening ears. Under no circumstances should any of these topics, or your personal views on them, be discussed with campers.

Insults, teasing, or jokes based on race, gender, culture, or sexual orientation, are entirely unacceptable. Please help the staff in discouraging this type of humor.

Not everyone has the same sense of humor, and even adults cannot always tell the difference between comments made in jest and those intended seriously. Younger campers in particular often struggle to understand sarcastic comments. Although it seems to be common for some teenagers to joke around by calling each other names and telling one another to "shut up", these interactions do not set a positive example for younger campers, and can set a dangerously negative tone within your group. Please work hard to create a positive CIT culture for all members of your program.

In your role as a leader, it is expected that you maintain a positive attitude towards camp, the camp staff, and all of our Programs. Positivity and enthusiasm are contagious, and will only enhance your camp experience, as well as the experience of the campers and CITs around you. If you have a concern or a problem, share it with someone who can help solve it.

## Camp Boundaries

The boundaries of the main camp area are from the top of the girls' cabin area to the bottom of the pool road, and from the large horse arena to the archery/riflery road. Please remain within this area unless you are supervised by a staff member or have special permission. If you are caught leaving this main area alone or in a small group without permission, your parents will be called and you may be sent home. If you are caught leaving this main area with a member of the opposite sex, your parents will be called, and you will both be sent home. It's just too scary for us not to know where to find you if we need you.

## Other Rules

Please respect and follow all other rules and policies of Coppercreek Camp. It is vital to your role as a leader that you not only follow the rules yourself, but also encourage others to follow them.

# Group Living

## Living Arrangements

As a CIT, you will live in a cabin or tent with CITs (and possibly JCs) of the same sex, as well as one of your CIT directors. Group living has its challenges.

## Romantic Relationships

We do not encourage relationships between participants in our leadership programs. The reason for this is that couples detract from the team atmosphere, and interfere with the group dynamic.

On a more realistic note, we do realize that these relationships may occur. We ask that you keep your relationships discreet and professional, keeping in mind that younger campers have big eyes and ears. This applies to your displays of affection as well. Talking, holding hands, and hugging are entirely appropriate. Tonsil-hockey is not! Overt physical affection can make staff and your peers very uncomfortable. Please be respectful of everyone's individual comfort zones.

Romantic relationships between CITs and campers are very strongly discouraged. Being romantically linked to a camper makes your role as a leader less credible, and your job as a counselor's assistant much more difficult.

## Coping with Conflict

In any group situation, there are bound to be occasional conflicts between some of the members. Please demonstrate your maturity by being up-front and honest about any problems that may arise. Gossip is dangerous, and can easily wreck your stay at camp. At risk of sounding like Dr. Phil, you just gotta "own your stuff."!

### If you have conflict...

#### with a camper:

Please refer them to their cabin counselor or the counselor in charge of the activity. Under no circumstances should you use physical force, or abusive language. We will talk about how to deal with challenging camper behavior during your training.

#### with another CIT or JC:

Please talk to your CIT directors. It is their job to help you resolve issues with one another in a peaceful and productive manner. They will probably facilitate a meeting between you and the person (or people) you are having trouble with, and do everything they can to help you find an acceptable solution.

#### with one of your CIT Directors:

Please speak to another CIT director. One of the advantages of having multiple CIT directors is that (hopefully), you will feel comfortable approaching at least one of them, and finding a way to resolve the issue. If you have a conflict with all of the CIT directors, please take it to one of the camp or program directors.

#### with any other camp staff (Including camp and/or program directors):

Please approach one of the CIT directors, Program Director or Camp Directors. Depending on the issue, they may talk to the staff member in question themselves, or set up a meeting between the staff member and the CIT(s).

# Your Responsibilities

## Punctuality

Please be prepared (with appropriate clothing and equipment) and on time for all scheduled activities and events. This includes: meals, morning campfire, all activity periods, all CIT meetings, outings, evening campfire, and bedtime. **BRING A WATCH!!!!** If you do not bring a watch with you to camp you may have to miss your first store stop in order to buy one in town.

## Birthdays

Birthdays are important at Coppercreek, and the CITs are responsible for making sure we celebrate. On every birthday that happens in camp, the CITs serve the birthday person hot chocolate in bed, decorate their table on the dining deck, lead Happy Birthday at dinner, and help serve cake. The CIT Directors will determine a fair way to share early morning birthday responsibilities depending on the number of birthdays in your session.

## Party Night

Every Friday night at Coppercreek is party night, when we have a dance with a particular theme. The CIT Group is responsible for setting up the deck after dinner on Friday nights, this means the deck must be ready for the dance before the CIT's head back to their cabins to get ready. Please contribute positively to the party atmosphere each week by dressing according to the theme, encouraging campers to dance, and assisting the staff with any tasks that arise. During your CIT session, you may be scheduled to help decorate the porch on Friday afternoon, or to help make sundaes for the cabin groups who have received the highest scores for cabin clean-up. Additionally, all CITs & JCs stay on the porch after the party to help with clean-up. Traditionally, we also use this time to take group photos.

## Meetings

CIT meetings are an important component of the CIT program. We try to meet with you on a very regular basis. At CIT meetings, you do everything from playing group games to resolving conflicts within the group. Meetings are where you learn about communication, listening, mediation, and compromise. Your CIT directors may schedule meetings because they feel there is an issue that needs to be discussed, or just because they want to check up on everyone's state of mind. You can also call a meeting yourself— with the CIT directors alone, with a few of the CITs and the directors, or with the whole group.

## Dinner

Since there are times when having a meeting every day is not possible, we make it a general rule that the CITs eat dinner together each night. This is sometimes your only opportunity to catch up with one another. You are welcome to eat other meals at another table if you choose, but you are expected to tell the designated table setter so they don't set an unneeded place setting.

## Skits

Once in every two-week session, the CITs will be called upon to present a skit at campfire. The content of your skit will be screened to make sure that it is appropriate for everyone in camp (including the most naïve 7-year-old). Inappropriate skit content includes: foul language, racism, sexism, bodily functions (only 12-year-old boys really think that farts are hilarious!), anything involving throwing water or food, and anything with the potential to mock or humiliate a camper. You may mock and humiliate staff only if you have their permission!

## Opening and Closing Days

CITs who stay for 4 weeks will be at camp for a changeover weekend (when one 2- week session ends and the next one begins). Changeover weekends are busy and demand a lot of work on everyone's part. On opening and closing days, we ask that all CITs wear clean Coppercreek Camp CIT t-shirts (which we provide), and be prepared to help out wherever you are needed. Tasks that may be asked of you include: helping to carry luggage, greeting parents, and providing tours of the immediate cabin area. We also ask that you make an extra effort on these days to keep your behavior and language appropriate and "G-rated." (See the sections on behavior, language, clothing, and romantic relationships for more details!)

## Table Setting

Each day, 2 to 3 CITs will be assigned to set and clear our table. Remember that you are responsible for your tablesetting tasks even if you choose to eat at another table!! If you will be out of camp during your assigned meal, you are responsible for trading tablesetting duties with another member of the CIT Group. The tablesetting schedule will be posted in both of the CIT cabins.

## Serving Dessert

At dinner each night, 2 or 3 CITs help serve dessert to the entire camp. The rotation for this chore will be working out with your CIT directors, similar to Tablesetting. When passing out dessert all tables, including JC table, should be served prior to the CIT table.

## Program Responsibilities

All CITs are given the choice of two roles to play in camp, and the paperwork to make your choice is included with this packet. These 2 "streams" are reflective of the way staff are hired and scheduled: while most staff members can fill the role of cabin counselors, some act general activity leaders, while others are focused teaching and managing a particular activity area. Following this model, the options for CIT responsibilities are:

### Cabin CIT

In order to gain experience necessary to become a JC and later a Cabin Counselor all CIT's will be assigned to a cabin of younger campers and will assist the Cabin Counselor in day to day activities. Your cabin assignments are decided by your CIT directors, based on your preference for age group(s), and on what we hope will be a good personality match between you and the cabin counselor. Once you have been assigned to a cabin group, you will help them with cabin clean-up, eat lunch with them, spend family hour with them each day, (family hour is from 5:00 to 6:00), and help them get ready for bed each night. Some counselors (particularly those of the youngest campers) may require more help, and may ask you to join them for transition times between meals and activities. It is your job to communicate with the counselor and decide what your routine will be each partnership may look different.

### Option 1: CIT/ General Activity Assistant

During non-cabin times, CITs who chose this option will be scheduled to assist at different activities, based on the enclosed Activity Interest Survey. Please fill this out and return it with the pre-camp survey and the CIT program agreement. Based on that information, along with a conversation about preferences with your CIT Directors, your name will appear on the daily schedule, right next to the name(s) of the counselor(s) running the activity. Although we try to place you in activities you enjoy, and to avoid assigning you to those you don't, it is also important that you be willing to try new things. This is not a guarantee you won't end up at an activity you don't enjoy every once in a while, but we will do our best.

### Option 2: Junior Instructor

Introduced in 2004, the Junior Instructor (JI) program allows CITs to work as interns in program areas that have dedicated staff members, developing their own skills and learning the skills necessary to teach and lead that activity. Junior Instructors will work in their focus area each day, and will participate in any daytrips or overnights associated with the activity. They may also be scheduled to help the staff member with any prep work related to the activity. (i.e. bike maintenance, campsite recon, etc.). We offer junior instructor positions in the following activity areas:

Kayaking

Mountain Biking

Rock Climbing

Horses\*\*

A few notes:

If you are interested in acting as a Junior Instructor for an area not listed above, you may speak with your CIT Directors on a one-on-one basis.

\*\*Our equestrian center is offering a new Equestrian Internship program for CITs and JCs with a strong interest in horses. A copy of the outline of this new program is provided in this packet.

Equestrian Interns are required to have some prior experience with horses. E-mail Becky ([becky@coppercreek.com](mailto:becky@coppercreek.com)) for more information.

Some scheduling notes for both options:

Please participate actively in all of your scheduled activities. Active participation means that you are engaged in whatever the campers are doing and assisting the staff to make sure that the activity is both fun and safe. **Needless to say, bringing a book, a camp chair or iPod to an activity does not constitute active participation!** If it happens that more than one CIT is scheduled at the same activity, you are both there to help the counselor and to work with the kids. Feel free to ask for direction or help if you are not sure what the counselor needs from you.

At some point, you will probably be scheduled for an activity you know nothing about. If this happens, we ask that you try it once without complaining. Hopefully, you will discover that you love it! If you hate it, tell your CIT directors, and we will try not to schedule you there again. We need your feedback in order to create schedules that help you learn and enjoy yourself! There is a sample of the daily schedule on page 15 of this handbook.

# The Perks

## Cabin Clean-Up

CITs do not have to participate in daily cabin clean-up, which takes place from 8:30 – 9:00 am every day. There are two primary reasons for this: 1 – As young adults, we believe you are capable of maintaining your own living environment, and 2 – Some of you will have other responsibilities during cabin clean-up time. This does not mean that you have permission to be a slob!! Keep in mind that you will be sharing a living space with as many as 10 or more other CITs and JCs, as well as a CIT director. Every one of those people is used to different levels of tidiness. Please be respectful of other people's space and belongings. Once a week on Thursdays, your cabin will need to be thoroughly cleaned.

## Time off

Each day, you will have at least one activity period "off." This means that your name will appear on the schedule with the list of staff and JCs who are also off that hour. Your hour off is yours to use as you choose, within the limits provided by the CIT and camp rules. You can shower, nap, hang out in your cabin, or join in an activity as a camper. If your name does not appear on the schedule, please check with one of your CIT directors before assuming that you have the time off. If you read over the schedule in the morning, and you do not have an hour off, please let one of your CIT directors know, and they will schedule one for you.

## Phone Privileges

While you are at camp, you can have access to the pay phone located in the staff house. Please get permission from a CIT director each time you use the phone. **Bring a calling card!!!** The pay phone has a mind of its own, and does not always accept coins.

Please keep your calls relatively short – there are 35 staff, up to 25 CITs, and as many as 8 JCs who share one phone. Your phone privileges are limited to your one scheduled hour off each day. You may not make calls during meals, at rest hour, or after TAPS. (Exceptions may be made for international CITs who have to compensate for large time differences.)

Please note that your phone privileges are for outgoing phone calls only. You cannot receive personal calls from friends while at camp. Your family members can (of course) call the main camp phone line if they urgently need to speak with you. See page 13 for information on how you can be reached while you are at camp. Also: CITs are subject to the same cell phone policy as all other campers: please leave your cell phone at home, or hand it in upon your arrival at camp. You will not have access to your phone during your stay.

## Pocket Money

While all CITs maintain a store account through the camp office, this account is intended for emergency expenses (i.e. medical prescriptions) and to replace lost essential items such as toothbrushes and water bottles. In addition to this account, we ask that all CITs bring their own pocket money. We recommend \$25 a week, to cover store stops, meals on out of camp trips, special outings, and any personal items you need while you are here. You may also choose to bring a debit card, as there is an ATM machine in Greenville. You are responsible for keeping track of your own money, and budgeting for it to last the length of your session.

## "Camper" Days

During your stay at camp, you will be scheduled some time (usually 1 full day in a 2-week session) where you can go back to the days of being a camper. These days will be marked on the schedule, and you will be allowed to participate in the activities of your choice as a camper would; i.e. without having to take any responsibility for running the activity. On your camper days, you do not receive a scheduled hour off, and therefore you will not be able to make phone calls.

## Personal Food and Store Stops

One of the privileges of the CITs is to keep a stash of personal snacks in your cabins. Your CIT directors will make an effort to get you to the local market on a regular basis (usually about once a week). Please be aware that traditional campers do not have this privilege: it is not acceptable to drink soda outside of the cabin or in a transparent container on the cabin deck, or to eat your personal food outside of your cabin or instead of the camp meal being served. It is equally unacceptable to use your store stops to purchase junk food for traditional campers. Doing this is in violation of your role as a leader, and wrecks the "specialness" of being a CIT. If personal food privileges are abused, they will be lost. Personal food must be stored in the covered plastic containers that are provided in your cabins. Experience has taught us that mice and ants do not make good cabinmates!

## Curfew

As a CIT, you have a later "lights-out" time than traditional campers. This means that your bedtime routine will go something like this:

9:15 PM: Campers are called to their cabins to get ready for bed. CITs should be getting themselves ready for bed at this time. We do not require CITs to assist putting cabins to bed but you are welcome to assist your cabin if you would like to and have made arrangements with both the Cabin Counselor and your CIT Director.

9:30 PM: TAPS. Lights go out in traditional camp cabins. CITs should be back at their own CIT cabin. You can read, write letters, or talk quietly until...

10:30 PM: CIT lights go out (including flashlights), and you go to sleep.

Your curfew will be enforced by your CIT directors and the RAT (night patrol).

A few notes about curfew:

From 9:15 on you are expected to be in your cabin unless you have permission from your CIT Directors and Counselor on RAT

Visits to the shower-house to wash your face and brush teeth are acceptable during this time but only in groups of no more than 3 at a time and you are expected to be extremely quiet on the way to and from the shower-house as younger campers are already sleeping.

Showering after 9:30 is not allowed without special permission from your CIT Directors, this special permission is generally only earned through covering yourself in paint for the sake of an evening activity.

## CIT Socials and Trips

Since we know that you work hard during your CIT session, we try very hard to make sure that you get some time off. This time off may be in the form of teen-only social events at camp, or out of camp activities such as swimming and/or kayaking on the river, eating lunch in town, or going to a movie. There are also occasional evening and afternoon trips for milkshakes, coffee, or special local events. Suggestions of possible outings and activities are always welcome.

## Certificates of Completion

Upon successful completion of 4 weeks as a CIT, you will receive a certificate of completion signed by your CIT directors. Your certificate is tangible proof of all that you will have accomplished in your time with us. Past CITs have included copies of their certificates in application packages for colleges, scholarships, and summer internship programs.

# Promotion to the JC Program

To be promoted to the JC program, a CIT must meet all of the following conditions:

Be at least 16 years of age

Entering 12th grade or freshman year of college

Have completed at least 4 weeks of Coppercreek Camp teen leadership programs

Any combination of, CIT 1, and CIT 2

This can be over the course of one, two, or three summers

The promotion to JC status is not automatic; not every CIT will be invited to participate. Qualities we look for in a JC candidate are:

**A positive and cheerful attitude:** Do you cheerfully accept tasks as they are assigned, without complaining? Do you express positive thoughts and feelings about camp, your fellow CITs and various camp activities? Are you polite and courteous to everyone in our camp community?

**Flexibility and creativity:** Do you cope well with last-minute changes in plans and schedules? Do you propose workable solutions for problems or challenges? Can you think on your feet and improvise when necessary?

**Behavior and language that are consistently appropriate to the camp environment:** Do you dress appropriately without being reminded? Are the words you use and the stories you tell appropriate to an all-ages environment? Do you set a positive example for campers and peers?

**Enthusiasm for new activities:** Will you try new things? Do you set goals and challenge for yourself? Do you volunteer for extra tasks or responsibilities?

**Willingness to resolve conflicts fairly:** Do you avoid gossip? Are you kind and honest in your interactions with others? Do you ask for help in resolving conflicts as they arise? Do you follow appropriate communication channels?

**Responsibility and accountability:** Do you admit when you are wrong or have made a mistake? Do you ask for help, support, or clarification when needed? Can you be trusted to complete a task without constant supervision?

**Punctuality:** Are you on time and prepared for activities, events, and outings? Do you manage your time well? Do you complete tasks in a timely manner?

All CIT 2s will participate in exit interviews before departing camp, to ensure a clear understanding of their status for next summer. Exit interviews will include the CIT, at least one of the CIT directors.

# Communication with the Outside World

## Mail

Mail comes in and goes out every afternoon. Your mailing address at camp will be:

(Your name here)

c/o Coppercreek Camp

P.O. Box 749

Greenville, CA 95947

USA

The street address at camp (which is required by courier companies such as Federal Express and UPS) is:

(Your name here)

c/o Coppercreek Camp

1887 Williams Valley Rd.

Greenville, CA 95947

USA

## Phone

As discussed on page 10, you have access to a pay phone for OUTGOING calls only. If your family needs to reach you, they can call the main camp phone lines, and the message will be passed on to you. As a general rule, we will not pass on messages from friends.

## A Note about Cell Phones

CITs are subject to the same cell phone policy as campers, and are not permitted to use or have cell phones in their possession during their time at camp. Please either leave your phone at home, or hand it in upon arrival at camp. Having or using a cell phone at camp is considered a disciplinary issue, and may result in expulsion from camp. This includes out-of-camp trips.

## Fax

You can send and receive faxes during your stay at camp. Your store account will be charged according to the rates stated in the parent's manual.

The fax number is (530)-284-7497.

## A note about Email

You will not be able to check your e-mail while you are at camp. With 35 staff, 90-something campers, 13 CITs and several JCs, we just don't have enough computers to let everyone log on! However, your friends and family can send you e-mail through the link on the camp website ([www.coppercreek.com](http://www.coppercreek.com)).

# Your Friends the Junior Counselors (JC's)

As we have already mentioned, you may be sharing your living space and some of your trips and leisure time with the junior counselors. While the JCs will be your roommates, your role models, and hopefully your friends, please remember that they are in a different program, with their own sets of rules, responsibilities, and privileges. Their proven track record as strong leaders has earned them some more privileges as well as a lot more responsibilities. The following table seemed to be the best way to sum up the differences and similarities between in the 2 programs:

Privilege/ Responsibility	CIT's	JC's
<b>Showers after TAPS</b>	With permission	Yes
<b>Curfew</b>	10:30	11:00
<b>Use of staff pay phone during time off</b>	With permission	With permission
<b>Participating in Counselor Serenade</b>	No	Yes
<b>Cabin Assignments</b>	As assigned	No
<b>Party Prepping</b>	Yes	Yes
<b>Assisting with opening/ closing day tasks</b>	Yes	Yes
<b>Celebrating camper and staff birthdays</b>	Yes	If asked
<b>Participating in skits</b>	Yes	Is asked or interested
<b>Supervising campers alone</b>	No	When assigned by directors
<b>Contributing to all-camp events</b>	Yes	Yes
<b>Relieving Cabin counselors at meals, rest hour, family hour and twilight time</b>	No	Yes, as assigned
<b>Performing morning and afternoon attendance checks</b>	When schedule demands	Yes
<b>Distributing camper mail</b>	Occasionally CIT 2's when schedule demands	Yes
<b>Participating in Outpost night</b>	Yes, as a group with other CIT's	Yes
<b>Trained to belay on the High Ropes Course</b>	No	Yes

# Sample Daily Schedule

## SAMPLE DAILY SCHEDULE

Anyday, Summer 2018

**OFF AT 6:00:** These are staff (and occasionally JCs) who are off at 6 PM until 6 PM tomorrow.

**RAT:** These are the 3 staff who are on night patrol, supervising the cabin area from taps at 9:30 until staff curfew at midnight. There is one RAT in the upper girls' cabin area, one in the middle cabin area, and one in the lower boys' area. The upper RAT usually sits at the girl's shower house or on the porch of the gray office; the middle RAT sits at the log in the middle cabin area, and the lower RAT at the boys' shower house. Staff must check in with the RAT before going to bed for the night, and the RAT must stay on duty until all of the staff are checked in.

**IN CAMP:** Several staff members are scheduled to stay in camp each night in case there are any problems or crises in camp. The rest of the staff are off from TAPS until midnight.

**RELIEF:** This is the overnight relief to cover the staff who are off at 6:00.

7:30 **MUSIC.** The music starts playing on the loudspeaker.

7:45 **WAKE-UP.** The music stops, and table setters go to the porch to set tables for breakfast.

8:00 **BREAKFAST.** You can get hot chocolate or coffee as soon as you get to the porch, but please wait until your table is excused before getting any food (including cereal). Please be on time, as you can't be excused to eat until everyone is at your table! Please stay at the dining deck until Directors have completed announcements.

8:30 **CABIN CLEAN-UP.** As we mentioned in your handbook, you do not have to clean your cabin, but CITs will probably be busy helping your assigned cabin group clean theirs. Camper cabins are graded every day, and there are prizes for the cleanest cabins at the end of the week.

9:00 **MORNING CAMPFIRE.** The whole camp meets at campfire for attendance, announcements and to dismiss for morning activities.

9:15 **FIRST ACTIVITY PERIOD.** You go to your assigned activity!

10:15 **SECOND ACTIVITY PERIOD.** JCs, there is a roll check this hour.

11:15 **THIRD ACTIVITY PERIOD**

12:15 **TABLESETTERS.** Activities are cleaned up, and everyone heads to the porch for lunch.

12:30 **LUNCH.** Again, please stay until announcements are over.

1:00 **REST HOUR.** This is quiet time to spend at your CIT cabin. JCs, always check this part of the schedule for rest hour relief, so you know if you are watching a cabin. Generally, if you have a rest hour relief assignment, you will also need to supervise campers at lunch.

2:00 **FOURTH ACTIVITY PERIOD.**

Snack

3:30 **FIFTH ACTIVITY PERIOD.** JCs sort and deliver the mail.

5:00 **CAMPERS, FIND YOUR COUNSELOR, COUNSELORS, FIND YOUR CAMPERS, IT'S FAMILY HOUR!!!** This is time for cabin groups to spend together. CITs, please spend this time with your assigned cabin group. JCs, you will often have this hour off, unless you have relief or are on mail duty.

5:45 **TABLESETTERS** for dinner.

6:00 **DINNER!** Please remember that the CITs and JCs eat dinner together at their respective tables each night. This is our family bonding time!

7:00 **EVENING ACTIVITIES.** Evening Activities are on a rotating schedule, so always double check when and where you need to be!

9:00 **CABINS.** Campers are called to their cabins to get ready for bed. Please help them get settled.

9:30 **TAPS & LIGHTS OUT.** Traditional campers' lights go out, and they go to bed. The rest of your evening goes according to the bedtime routine outlined in your handbook. Get some sleep!

# CIT Packing List

This list is different from the camper and packing list – please read it carefully!

## Clothing

Laundry is done once a week, so bring enough to keep you covered for 7 – 9 days. All the clothing you bring to camp WILL get dirty. This is a promise. Some of that dirt may never come out. Aside from good clean dirt, your clothes may also encounter: spilled food (your own and other people's), paint, candle wax, chalk, clay, animal poop (we have horses, goats, chickens, etc.), grease of every kind, pine pitch, and sweat. With that said, please include the following in your packing:

At least 2 pairs of long pants (one of which is not jeans). Sweat pants or fleece pants keep you warmer, pack lighter, and dry faster.

4 pairs of shorts

6 t-shirts or tank tops

7 sets of underwear.

7 pairs of socks, one of which is wool. Nights can be cold. Warm feet help you sleep better.

Things to sleep in. These may be sweats, fleece, boxers, or regular old pajamas.

2 hats: one to keep you cool (a baseball cap or brimmed hat of some kind), one to keep you warm (a fleece or knit cap)

A swimsuit. (See the handbook on what is appropriate and what isn't).

At least 2 warm sweaters, one of which is something other than cotton. Fleece and wool stay warm even if they get wet. Wet cotton will give you a chill at best, hypothermia at worst.

A waterproof jacket. It does occasionally rain on us, and when it does, we try to continue activities as normally as possible. Being dry + Being warm = Being happy. A jacket is preferable to a poncho (it's warmer), but a poncho will work if that's what you have.

## Footwear

It's important to keep your feet happy and healthy while you are at camp: there are very few activities you can participate in if you are limping around due to blisters or splitting heels. Wearing socks all the time helps a lot.

Other recommendations:

1 pair of lightweight sneakers or tennis shoes. This is the minimum if you want to participate in regular in-camp activities. Closed-toed shoes are required for the majority of physical activities.

1 pair of sturdy hiking boots or shoes. If you are hoping to participate in day hikes (not everyone does), this is especially important. They should fit properly and be comfortable. Extended hiking is not a mandatory portion of the CIT programs, but it's nice to be prepared in case you do end up on a hike. Some of the CIT trips may also involve short hikes.

Water shoes or "Teva"-type sandals (or an old pair of sneakers). THESE ARE REQUIRED, and VERY IMPORTANT!!! You may go swimming in a river, or on a trip to the lake. It is vital to protect your feet when you do that. The sandals you choose should have straps that will keep them on your feet and not floating downstream (this means that flip-flops or those Adidas slip-ons are not adequate). If you do not have appropriate footwear for the water, you may not be allowed to swim.

## Bedding

Since CITs seem to do a combination of sleeping in-camp, and sleeping on the ground (on outposts and other trips), we have a few recommendations to help you get a good night's sleep no matter where you are.

A sleeping bag. This is mandatory. Nothing too fancy is required, but a bag that packs down fairly small into a stuff sack will make your life a little easier.

An extra blanket or a sleeping bag liner. Especially early in the summer, nights can be chilly. A second layer of insulation helps a lot.

A pillow. Optional, but definitely more comfortable.

Bed sheets. These are optional. Especially for those staying 4 weeks, it is sometimes nicer to sleep under regular sheets than zipped into a sleeping bag. It's up to you. Sheets are also easier to have washed if need be.

A ground pad. You will sleep on the ground at least once. We strongly recommend that you save yourself the bumps and bruises that come from sleeping on nothing but a tarp. "Thermarest" brand self-inflating pads are WONDERFUL (but a little pricey). A closed-cell foam pad will do the job, too, and is fairly inexpensive.

## Toiletries

We left out the obvious ones, (toothbrush, toothpaste, shampoo, and so on), but there are a few important items that we want to remind you of:

Sunscreen. Very important. Sunburns hurt. And they are preventable. SPF 15 or higher, and water-resistant is best. The generic kind they make for babies works very well and won't give you a rash or zits.

Bug Spray. We have mosquitoes, lots of them. Rumor has it that "Cutter" works better than "OFF." Other suggestions to keep the critters away from you: start taking extra Vitamin B1 about a week before camp, and keep taking it while you are here. You can take odorless garlic pills or brewer's yeast tablets the same way.

Anti-itch cream. Since you will get at least a few bites, it's good to have something to put on them. There is a brand of lotion called "Sarna" that works very well. "After Bite," "Sting-Eze," and "Lanacane" seem to work for some people, too.

All medications or supplements that you take regularly or occasionally. You will be asked to turn them in to the nurse upon your arrival at camp. This includes prescriptions, all over the counter medications (even Tylenol and Advil), and any herbals or vitamins you take. Your meds are safer in the nurse's cabinet than they are in your cabin, and it's her job to make sure you take them when you need them.

At least 2 towels. You may want to swim on laundry day, or even (gasp!) take a shower. It's also nice to have one towel for the pool / lake / river, and one for the shower.

## Odds and Ends

These are random things that will help to make your time at camp easier and smoother. Some of them are optional, but they have all made it onto this list because they have proven to be very useful in the past!

Sunglasses. **MANDATORY**. There are trips you cannot go on if you don't have shades. They don't have to be expensive, but do make sure they block UVA and UVB rays.

A water bottle. **MANDATORY**. Dehydration (not the mosquitoes) is your greatest enemy at camp. We recommend that it hold at least 32 oz.

A sturdy, water-resistant watch. **MANDATORY**. Being on time is good.

A day pack. MANDATORY. Since CITs do participate in a lot of out of camp trips, we ask that you have a small, sturdy backpack that is big enough to hold a swimsuit and towel, your water bottle, an extra sweater, your lunch, etc. We are often traveling with limited space for your gear.

A couple of bandannas or large hand chiefs. They can be used for many things, and can be incorporated into a lot of different costumes for dance themes.

A flashlight or headlamp. It's dark at night. Enough said.

A camera. Disposable (with a flash) works fine. You want to remember your time with us, right?!?

A camp chair. Definitely optional, but VERY handy. The original (and more expensive kind) are called "Crazy Creeks." Wal-Mart sells identical ones for much less. They also have folding chairs that come in a duffel bag.

Your favorite CDs. We won't promise to play ALL of them, but we do take requests during long van rides. However, don't expect to be allowed to play all of your music in the cabin area. It might be good music, but even the best music can be inappropriate for 8 year-olds. Our take on I-pods: They are without a doubt one of the best ways to bring your music along. However, they are also small and easy to misplace. Two years ago, we started recommending campers NOT bring their I-pods because we spent hours on the "great I-pod hunt" and searching for "lost and stolen" I-pods was taking up all of our time. If you choose to bring your I-pod, you are responsible for it and need to have a safe place to keep it. We recommend you not bring your I-pod to camp unless you are willing to keep track of it.

Books, magazines

Your journal or diary.

Writing utensils. Lots of them. It is so lovely when you arrive at our meetings prepared.

2 laundry bags with your name on them. For that matter, put your name on everything!

A favorite poem, song, story, or quote to share with the group.

Pictures of your friends, family, pets.

Money. There is a whole section on this topic in your handbook. Read it carefully.

A phone card or two. The phone you can access is a pay phone with an attitude. It doesn't always accept coins, and the camp store DOES NOT stock phone cards.

If you wear contacts, bring your glasses, too. If you lose a contact at camp, it is highly unlikely you will find it again. Better to be prepared.

Extra batteries for anything you bring that needs them.

Your own gear for your favorite activities. Don't go out and buy new equipment for an activity you intend to try at camp (We have LOTS of gear!), but if you have a strong interest, this may include your:

Climbing harness	Swim goggles
Climbing shoes	Wet suit
Riding, climbing, or bike helmet	Backpack
Fishing pole	Bike
Golf clubs	Riding boots
Tennis racquet	

## Things to Leave at Home

Much as we do want you to feel comfortable at camp, there are a few things that we would prefer you did not bring with you....

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Your pets. Believe it or not, this has happened. We have enough animals (both tame and wild) at Coppercreek. Leave Fluffy at home to keep your parents company while you are away. It's just better for everyone.

Your car. There is more on this in your handbook. Yes, we know you're excited to have your own set of wheels. But what fun is it to have a shiny new car when you won't be able to touch it for 4 weeks; only watch as it slowly gets covered in pine pitch and Coppercreek dust??

Your cell phone or pager. The only phone calls you can receive at camp are emergency calls from your family, and THEY already have the camp phone numbers. Your friends will have to wait for you to call or write them. Additionally, you will **not** be allowed to use your phone to listen to music, no matter what modifications you make to the use (I.E. removing SIM cards, etc.) This is simply too difficult to monitor, no exceptions.

Personal 2-way radios/ Talkabouts/ Walkie-Talkies. These interfere with the radios used by camp staff, and are distracting for you. Just leave them at home!

Valuable jewelry. Picture your grandma's ring or grandfather's watch sinking to the bottom of the lake / baked into your latest clay creation / trampled by a clumsy cabin-mate/horse/mountain bike. Enough said.

Your iPod. Our take on I-pods can be found above.

Your video camera. You're welcome to take still photographs to remember your CIT experience, but video cameras are too fragile and valuable for camp life.

# Packing Check List

- ◆ **Clothing**
  - At least 2 pairs of long pants
  - 4 pairs of shorts
  - 6 t-shirts / tank tops
  - 7 sets of underwear
  - 7 pairs of socks (inc. 1 pr. wool)
  - Sleepwear
  - 1 warm hat
  - 1 brimmed hat for sun
  - At least 2 sweaters
  - Waterproof jacket
- ◆ **Footwear**
  - Lightweight sneakers
  - Hiking boots or shoes
- ◆ **Bedding**
  - Sleeping bag
  - Extra blanket
  - Pillow
  - Sheets
  - Ground pad
- ◆ **Toiletries**
  - Toothbrush & paste
  - Shampoo & conditioner
  - Soap
  - Wash cloth (2)
  - Brush & comb
  - Deodorant / Anti-perspirant
- Sunscreen
- Bug spray
- Anti-itch cream
- Medications (inc. vitamins)
- 2 towels
- ◆ **Mandatory**
  - Sunglasses
  - Water bottle
  - Watch
  - Day Pack
  - Water shoes (ex. TEVAS)
- ◆ **Odds and Ends**
  - Bandanna or hand chief
  - Flashlight or headlamp
  - Camera & film
  - Camp chair
  - CDs
  - Books / Magazines
  - Journal / Diary
  - Pens / Pencils
  - Poems/ Quotes /Songs /Stories
  - 2 laundry bags
  - Photos from home
  - Money
  - Phone card
  - Contact lenses/glasses
  - Extra batteries
  - Equipment for favorite activities

## VERY IMPORTANT:

Your plane tickets / flight arrangements  
 Identification to get on the plane  
 Your health form if you have not already mailed it in

This Handbook!!!

## Coppercreek Camp 2019

CIT Program Agreement

- I have read and understand the expectations, responsibilities, and privileges that are outlined in the 2019 CIT handbook.
- I agree to abide by all rules and policies of Coppercreek Camp.
- I agree to be respectful of myself, my peers, other campers, camp staff, and the camp environment.
- I understand if I fail to show this respect, or put my own safety or the safety of others at risk in any way, the consequences may include suspension of privileges or dismissal from camp.
- I realize that, as a CIT, I am held to a higher standard of behavior and attitude than regular campers and/or s, and that therefore, the CIT, Program, and Camp Directors will have a lower tolerance for misbehavior or poor attitude with me.
- I agree to do everything in my power to make my camp experience, and the experiences of my peers and younger campers positive, safe, and fun.

Name of CIT: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

CIT Parent Agreement

- I have read and understood the expectations, responsibilities, and privileges that my child will be subject to during his/her time as a Coppercreek CIT.
- I understand that my child's participation in the CIT program is entirely at the discretion of the CIT Program, and Camp Directors.
- I understand that CITs are held to a higher standard of behavior and attitude than traditional campers, and that infraction of rules, misbehavior, or poor attitude may result in my child being immediately asked to leave camp.
- Should my child be dismissed from the program, I agree to make the necessary transportation arrangements promptly and at my own expense and inconvenience.
- I have read the section on pocket money, and will send my child to camp with the appropriate money or ATM card.

Name of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_