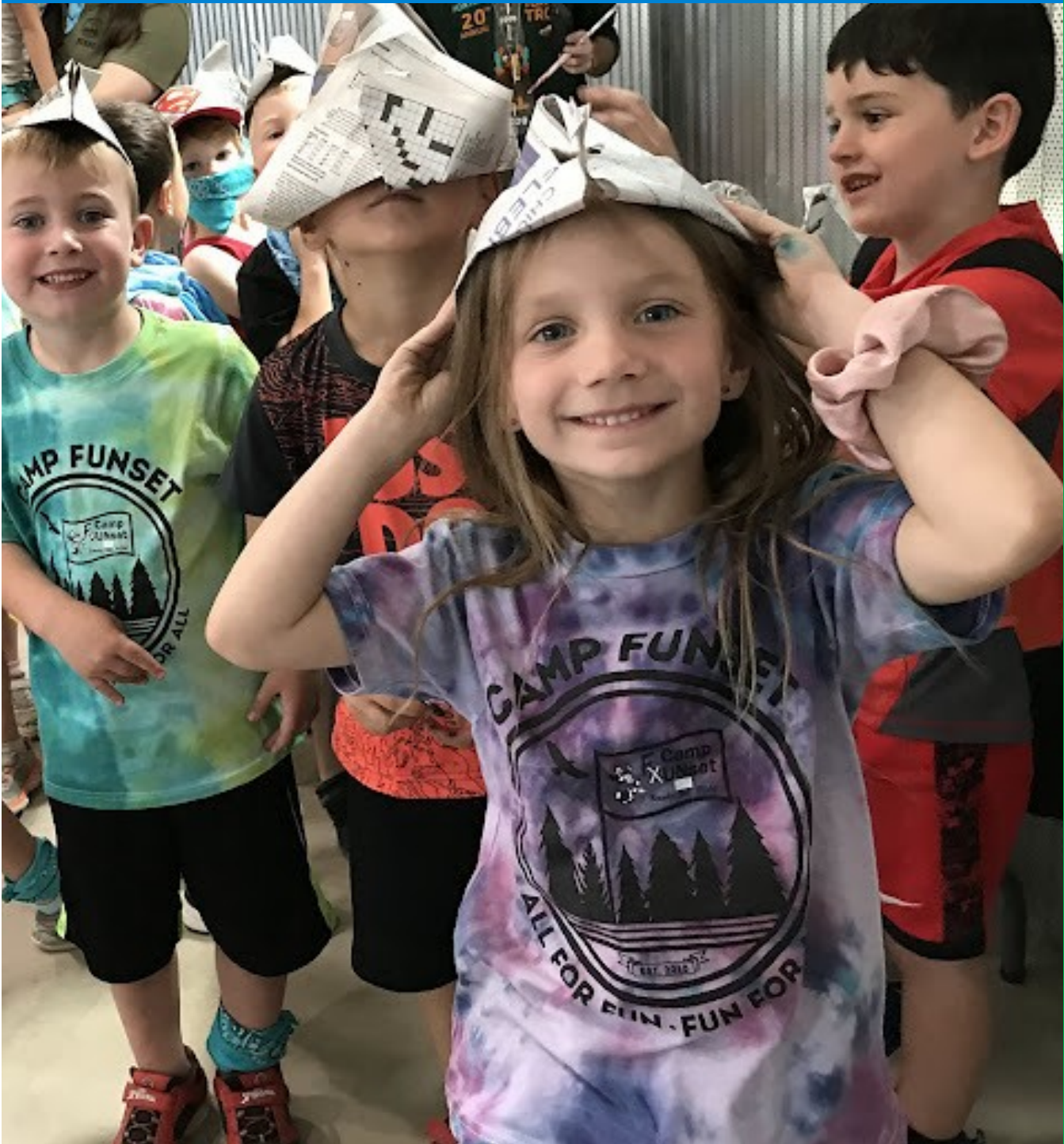




LIT

(Leaders in Training)

Guidebook



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# What is an LIT?

Welcome to Camp FUNset's LIT Program for youth entering 9th grade to those entering 12th grade!

Be prepared this summer to grow in your professional skills and to unlock your full potential!



## What is the program?

In an environment of experiential education, LITs will learn and grow their leadership and pro-social skills while gaining a fun and rewarding experience.

Under the supervision of the LIT coordinator, counselors, and other camp staff, LITs will assist their teams in their daily activities and helping to ensure that each day is exciting, safe, and fun!

## How the Program Works:

- LITs will apply and go through a selection process
- With guidance from the LIT coordinator, LITs will develop goals and opportunities for personal growth
- Under supervision of the LIT coordinator, LITs will attend meetings, trainings, and reflection sessions to monitor and track their progress
- Under mentorship of a counselor, LITs will assist campers in their daily activities receiving real world experience to practice and develop critical life skills
- Upon Completion of the program, LITs will receive a portfolio of their experience, progress, and achievements to use in their future careers

## LIT Skills Checklist

Below are some of the skills you will learn and grow in this summer:

- Self confidence
- Accountability
- Responsibility
- Asking for help
- Communication
- Leadership
- Taking Direction



# LIT Logistics

LITs sign up for at least one week of camp per summer and must be present from 9am\* to 3:15 pm every day of each week to complete the program.

LITs should be dropped off and picked up at the Horton Education Center.

\*LITs must arrive by 8 am on Mondays.



Each week you will be assigned to a new team. You will stay with your assigned team for the entire week. You will be working with a counselor and a team of 8-10 campers ranging in ages 4-10.

Applications are due June 1st and can be found at

[www.portercountyparks.org/lit-program](http://www.portercountyparks.org/lit-program)

Email questions to

[alexandra.dines@porterco.org](mailto:alexandra.dines@porterco.org)

## LIT Sessions and Tuition

Each week's tuition is \$75 which includes supplies, shirts, and leadership training. 50% is due at registration and the remaining 50% is due a week before the registered week starts. Refunds must be requested no less than two weeks in advance and will be 25% less. Scholarships are available.

**Session 1: June 12-16**

**Superheroes Fly to Camp FUNset**

**Session 2: June 19-25**

**Camp FUNset's Pioneer Palooza**

**Session 3: June 26-30**

**Camp FUNset Goes to Space**

**Session 4: July 3-7\***

**Holiday-fest at Camp FUNset**

**\*no camp on Tuesday**

**Session 5: July 10-14**

**The Brothers Grimm Come to Camp FUNset**

**Session 6: July 17-21**

**Dive into Camp FUNset**

**Session 7: July 24-28**

**Camp FUNset plays the Amazing Race**

**Session 8: July 31-August 4**

**Camp FUNset goes to the Olympics**

# LIT Goals & Expectations

## LIT GOALS

- ⇒ Develop crucial life skills
  - ⇒ Become a leader
- ⇒ Realize you are Full of Potential



## What LITs Can Expect from this summer:

- To work with incredible people who are
- dedicated to the positive development of children
  - To have fun!
  - To step outside your comfort zone
    - To learn new skills
  - To make memories that last a lifetime
    - To work hard!
    - To ask for help
    - To be part of a team
    - To encourage & motivate others!
    - To challenge yourself & others
      - To make mistakes
  - To learn when to put other's needs ahead of your own
    - To grow as a person
- To be a LEADER!

LITs will push their personal boundaries and discover new things about themselves!

LITs will prepare for the future through real-world experiences to practice and develop pro-social skills for success!

LITs will fulfill the Camp FUNset mission helping campers learn, grow, and have fun!

LITs will be provided the guidance and tools to be successful!

LITs will have the best most rewarding



# A Day in the Life of a LIT



Each morning, LITs will report to the LIT coordinator at the Education Center (STEM Lab) at 9 am for a quick morning meeting.

After that, LITs report to their assigned counselor for the week. LITs spend the day traveling to rotations with their team completing LIT duties and practicing pro-social skills.

During the day, the coordinator will check in with LITs individually to see how their day is going.

At the end of the day, (from 2:50-3:15) LITs will meet with the LIT coordinator at the Education Building (STEM lab) for a daily debrief and quick LIT activity!

At the end of the week, LITs will reflect on the goals they set for the week and either write their goals for the next week or graduate!

## Keeping Track of Your Progress

LITs will have a few different ways of tracking their hours and progress during the summer:

- Each morning & afternoon LITs meet with the coordinator to “clock in & out”. They will track daily and weekly progress sheets to help them realize & track their skills & accomplishments.
- LITs are expected to keep good track of their hours & progress for proper completion of the program.
- Counselors will monitor LITs daily participation recording exhibited strengths & areas for growth.
- The LIT Coordinator will monitor & record desired goals and overall progress throughout the program.
- LITs will graduate upon successful completion of the program. A graduation ceremony will be held at the end of each session in which they receive a portfolio with a breakdown of the skills they have learned and their growth & accomplishments. Along with how those skills apply to the world outside of Camp FUNset and opportunities for future growth.



# Day Camp Activities in a Nutshell

Teams, made based on age, are assigned a weekly schedule. Counselors will follow the schedule for the team to which they are assigned each week. Each week of Camp FUNset hosts a new adventure through different themes, finales, and other activities. Every week also includes activities such as animals, STEM, archery, giveback, garden & much more!

**Games:** campers will play a fun team game together!

**Animals/ Playground:** teams will spend a half an hour at animals and the remainder of the hour at

**Garden/ Nature:** teams will spend a half an hour in the garden and the remainder of that hour spending time in nature.

**Give Back:** campers will work on projects that promote caring for others and the world around us.

**STEM:** campers experiment with Science, Technology, Engineering, and Math.

**Challenge Hour:** campers will head out into the woods for the low-ropes course!

**Art:** campers will make an array of unique projects and build their art skills.

**Theme:** campers will do a fun activity based on that week's theme.

**Archery:** campers will visit the archery range for instruction as well as play gaga ball.

**Camp Spirit:** teams will exercise their camp spirit by creating skits, singing songs and making

**Finale:** each Friday, we will have an all-camp event that matches the theme of that week of camp.

Each **FRIDAY**, camp is set up a little differently, with wagon rides, and a fun-filled finale to end the week. We will hold a **GRADUATION CEREMONY** for LITs on the last Friday of each LIT session this summer.



# LIT Duties



Counselors might ask you to do different tasks throughout the day as well. If you're wondering what to do, feel free to ask a counselor!

Below is a simple list of duties LITs should perform at any rotation or location throughout the day. LITs should refer to this list at every rotation or location and see if any of these tasks needs to be accomplished.

Duties include but are not limited to:

- Assist campers in filling water bottles/coolers
- Make sure every camper has a water bottle
  - Help campers keep track of their belongings and clean up after themselves before leaving a location
- Make sure campers stay together during activities or during transition times between rotations
  - Help keep campers on task
- Encourage campers to be positive and to participate in activities
  - Debrief with campers after activities
  - Help enforce rules
- Lead one activity a week under counselor supervision

It's good to know what will be expected of you and even better to know what things are *NOT* LIT duties.

There are some things a LIT should NEVER be asked to do:

- First Aid/CPR on a camper
- Drive a car or other vehicle
- Deal with a behavioral issue/mediate between two campers alone
- Handle any camper medications
- Call or talk to a camper's parent
- Handle a sick or injured camper
- Be left alone with the campers



# Roles in Camper Care



Campers. They are fun, messy, crazy, sassy, loving, awesome, creative, and so much more. And they need a lot from us. Whether they need help, a friend, a shoulder to cry on, someone to laugh with, someone to look up to, we have to be there to be that person. The biggest and most rewarding part of your summer will be working with campers and **HERE** is what you need to know....

As a LIT, you are a role model, friend, and inspiration to campers. Set a good example in all you do at camp!

## Why are they acting that way?

Sometimes campers act out or misbehave. While this might be annoying for us, their behavior might be telling us something about things going on in their lives. Some reasons for bad behavior might be:

A desire for recognition/attention

Frustration

Homesickness

Anxiety

Illness/exhaustion

Conflict with another camper

Outside conflicts with family or friends

LITs should always strive to get on the camper's level and participate with them, motivating and engaging them while helping them follow the rules and have fun!

## Camper Engagement Opportunities

Some campers might require a little extra attention than others. Look for these opportunities to engage campers:

- A camper who is new to Camp FUNset
- A camper who chooses to sit out of an activity
- A camper who is struggling to complete an
  - activity
- A camper who seems too sad or upset to participate
- A camper who thinks they are "too-cool" for an activity

# LITs & Camper Behavior

At Camp FUNset, we have a camper behavior policy we expect all campers and LITs to adhere to. It's a LIT's responsibility to model good behavior and encourage campers to achieve these behavior goals. Campers strive to collect bandana pieces that correlate to our behavior policy. Help guide them to make good choices to help prevent any behavior.

## Camper Behavior

### Expectations:

- Stay with team/counselor
- Follow all directions from staff in a courteous manner and observe all rules
  - Keep hands, feet and objects to themselves
  - Clean up after themselves
- Use appropriate language and speak in a positive manner
  - Behave in a safe and responsible manner
- Participate in all activities at the level they feel comfortable.

## Camper Pledge

"I pledge to listen to others . I pledge to look for ways to make camp a better place. I pledge to speak in a positive way to others and give my best effort. I pledge to stay where I am meant to be. I pledge to be safe and responsible at all times. ALL FOR FUN AND FUN FOR ALL!"

### What to do if you see a camper misbehaving:

If you see a camper breaking any camp rules, try to verbally correct them. Let your counselor or another nearby staff member know what you observed and your counselor will proceed to take corrective action if the behavior is extreme or not corrected.

# LITs & Counselors

LITs will be working side by side with a counselor each day for an entire week and should look to them for direction in daily activities.

LITs should look to Counselors as mentors and positive role models to base their attitudes and actions off of.

Counselors may give LITs duties or tasks which LITs should complete diligently.

LITs and Counselors should show each other kindness and respect in their daily interactions.

LITs and Counselors should not communicate outside of camp hours. This includes texting and any social media interactions.

If LITs have a question or concern regarding the camp experience, they should contact the LIT coordinator.

If a LIT has an issue or concern regarding their counselor they should contact the LIT coordinator.  
LITs may meet with the LIT coordinator in person.

# Camp FUNset

Camp FUNset is an eight week long summer (day) camp that offers a wide range of awesome and enriching activities for campers ages 4-14. Camp FUNset is located at 775 Meridian Drive in Valparaiso Indiana. Here is your brief overview of all things Camp FUNset!

## Camp FUNset Mission Statement:

Camp FUNset is dedicated to enriching and empowering campers by providing a safe, fun positive, and educational experience to each camper through a diversity of activities, and qualified well trained staff in an outdoor environment.

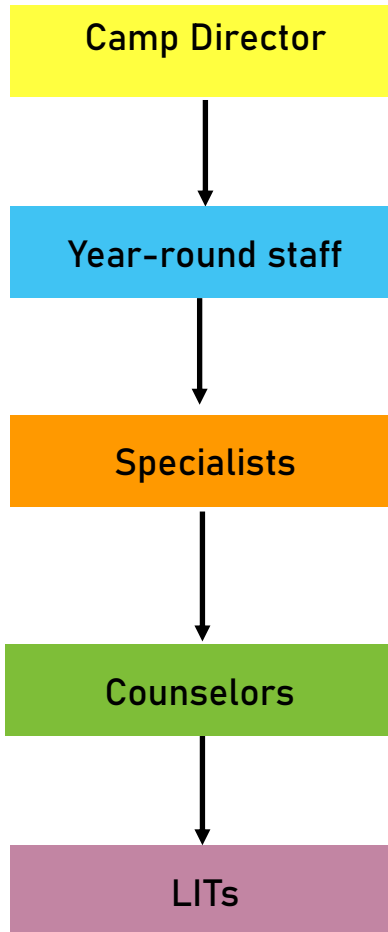
### Core Principles & Goals:

- We will provide a safe environment where kids can spend their summers with positive role models, while developing their social skills as they make new friends.
- We will connect kids with nature and help them gain an appreciation for the community they live in and respect the environment around them.
- We will include enriching activities built around academic standards to help curb summer learning loss.
- We will provide kids the chance for personal growth, building confidence, courage and self esteem while creating fun memories and a rewarding summer camp experience.
- We will remain dedicated to a commitment of excellence and focus on promoting core values such as honesty, respect, and responsibility.
- We will achieve these goals by exposing our campers to new places, new experiences, and new ideas.



# Camp FUNset Staffing

Below are the different staff roles found at Camp FUNset. You will also find short explanations of each staff role and what kind of information and duties that staff member is responsible for. Treat this as a key for who to go to for different questions or concerns.



<u>Camp Director</u>	<u>Specialists</u>	<u>Counselors</u>	<u>LITs</u>
<p>The Camp Director oversees all camp activities as well as managing many behind the scenes aspects of camp.</p> <p>The camp director handles camper emergencies, medications, parent phone calls, and many other important tasks.</p>	<p>Specialists are each put in charge of a different camp rotation. They facilitate the rotation as well as set up and plan for it.</p> <p>Specialists also do many behind the scenes tasks (setting up finale, theme, etc.).</p>	<p>Counselors are in charge of their team and the well being of the campers in that team.</p> <p>Counselors are responsible for getting their team to each rotation as well as sometimes leading activities.</p>	<p>LITs will assist counselors by completing duties throughout the camp day.</p> <p>LITs will help oversee campers and keep them participating, engaged and enthusiastic at rotations.</p>

# Communication

For any questions, comments, or concerns regarding Camp FUNset or the LIT Program, please don't hesitate to contact the LIT Coordinator or the Camp Director.

LIT coordinator: [alexandra.dines@porterco.org](mailto:alexandra.dines@porterco.org)

Camp Director: [tyler.perry@porterco.org](mailto:tyler.perry@porterco.org)

Please visit Facebook and our Flickr account for information on daily camp activities and photos of Camp FUNset in action. <https://www.flickr.com/photos/pcparksandrec/albums>.

Please also look for emails, texts, and newsletters with relevant camp information and updates prior to, during, and after the camp experience.



## Contact with Campers & Camp Families:

There is to be no contact with campers outside of camp, including Facebook and other social media.

LITs will not use their phones to take pictures of campers. No pictures of campers will be posted on social media without prior parental permission.

It is not permissible for a LIT and a camper to be involved in any sort of romantic or otherwise inappropriate relationship.

LITs should never be involved in a conversation with a parent/guardian regarding a camper or put in charge of managing any type of parent communication (notes, texts, phone calls, etc.).

## Cell Phones:

Personal cellphone use is not permitted for LITs during their Camp FUNset experience. Phones may be kept in case of emergency, but may be taken away if overuse becomes an issue.

## Contact with Counselors:

LIT communications with team counselors should be limited to time spent at camp. Counselors and LITs should not be affiliated through social media and should not give out their phone numbers to each other.

If a LIT has a question or concern regarding camp, they should reach out to the LIT coordinator or to the Camp Director.

# Camp Checklist

- Backpack
- Water Bottle
- Camp Shirt
- Change of clothes
- Lunch \*Pizza provided on Fridays
- Snacks
- Closed-toed shoes
- Rain jacket and/or sweatshirt
- Hat and/or sunglasses
- Insect repellent
- Sunscreen
- LIT guidebook & weekly schedule
- Team bandana

Don't forget  
your Positive  
Mental

**Please remember to label everything that is brought to camp!**

Camp FUNset and the Porter County Parks Department are not responsible for any personal items that are lost, stolen or damaged while at camp. Please do not bring any valuable personal items. If it is valuable, it should be left at home! Refer to the Staff Policies for items prohibited at Camp FUNset.

## Guidelines for Attire

It is important to remember that our campers are impressionable and look to you as a role model.

- You are expected to dress comfortably in a way that will allow you to participate in the various activities at camp.
- We suggest that jewelry be kept to a minimum. It is unsafe to wear large dangle or hoop earrings.
- Sneakers or sports-type footwear must be worn at all times. No open toed shoes or sandals are permitted.
- LIT shirts must be worn everyday.
- Shorts should not be shorter than your finger-tip length.

Squirt gun fight= one reason to bring a change of dry clothes!



# Camp Culture

At Camp FUNset, we live by our motto: "All for fun and fun for all!" We believe in providing children with a safe, fun, and educational environment within a natural setting.

Consistent with this camp philosophy, we have many components of our camp culture that create an environment in which Camp FUNsetters feel comfortable engaging in new experiences leading to growth and learning.

## Team Colors, Names, & Chants:

each team has a color distinguished by their bandanas, and can choose to come up with a team name at the start of each week. Teams will also develop a team chant, song, handshake,



Attention Getter:

**"Hey Campers!"**

**Campers: "Hey What?"**

**"All for Fun!"**

**Campers: "and All for Fun!"**

## Opening/Closing Ceremonies:

Opening ceremony takes place every Monday morning and is led by the director, camp staff, and counselors! This will be a fun time for every one to join together, laugh, and learn about expectations for camp.

Closing ceremony takes place every Friday afternoon. It is led by the director, facilitators, and counselors! This will include more silliness and fun as we end the camp week. Closing ceremony will also hold the LIT program graduation.



# Experiential Education

Here at Camp FUNset we value and practice something called *Experiential Education*. It is the promotion of learning through adventure-centered experiences!

At camp, we practice “Challenge by Choice”—which means everyone participates at a level they feel comfortable. This may be different depending on each camper.

Experiential Education is a means of building crucial individual character as well as team skills. It creates a safe environment of trust and respect that will encourage participants to discover and develop their own skills while finding the value in each other’s strengths and abilities.

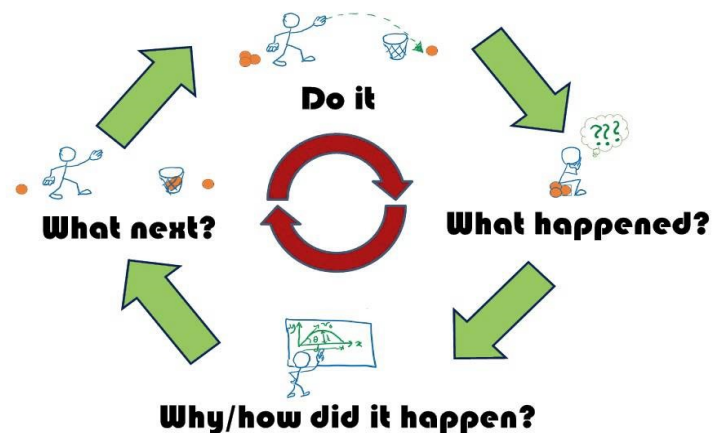
Experiential Education is “Adventure Based” providing real-world experiences to learn from. Adventure is engaging and promotes the development of individuals. Sometimes, being pushed outside of our comfort zone is just what we need in order to experience growth!

Debriefing happens at the end of an experience and is used as a reflection process to help individuals realize the skills and values that they developed and upheld during the experience. Debriefing is simple and can be done immediately after an activity. Help campers debrief while on your way to the next rotation. Ask them some of these simple questions as you walk:

*How was that activity? What did you learn about others? What was fun about it? What was hard about it? How did you work together? What skills did you use? Tell me something new you learned about yourself.*

**Comfort Zones:** situations where individuals are in their comfort or panic zone do not promote learning. We encourage campers to step out of their comfort zone into their learning zone to see positive growth. Everyone’s comfort zones look different depending on the situation and this is important to keep in mind when helping campers accomplish a task.

## The Experiential Education Learning Cycle:



## Comfort Zones

### Comfort Zone

Secure, Bored, Safe, Stable, Unchallenged, Easy

### Learning Zone

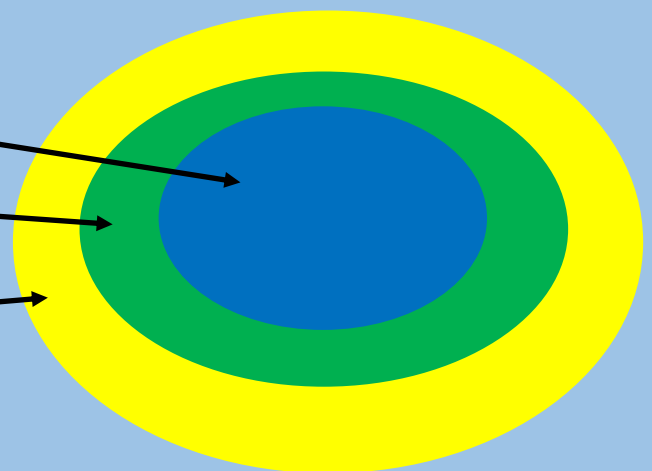
Excited, Willing to risk, Alive, Challenged, Excited,

Expectant, Exhilarated, Anticipating

### Panic Zone

Frustrated, Tired, Stressed, Fearful, Tense, Exhausted,

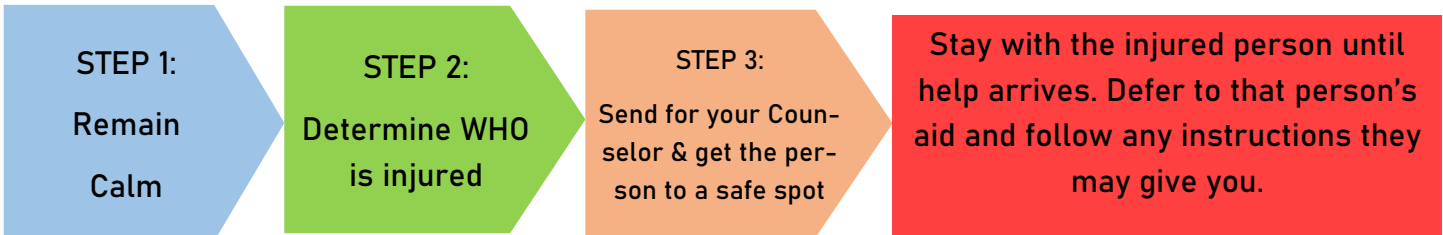
Fed-up, Anxious, Annoyed





# Health and Safety

If you witness an injury occur, become injured yourself or a camper relays to you they have been hurt, complete the following procedures. Remember, LITs are not responsible for performing first aid; this should be done by certified staff members only. Please always model and encourage safety for campers in all areas.



If a camper is injured and registers a complaint involving his/her head, back, neck, or the possibility of a broken bone, **DO NOT MOVE THE INJURED CAMPER**. Keep them calm and still while you send for help.

**Remember to help keep other campers calm & distracted while Counselors deals with any medical issues.**

**Health Policy:** If you are exhibiting any of the following signs, symptoms, or illnesses, please contact the LIT Coordinator and stay home from camp:

- Conjunctivitis (pink eye)
- Fever over 100.4 in the last 24 hours
- Vomiting, diarrhea, or an upset stomach
  - within the last 24 hours
  - Any skin rash
  - Head lice
- Sore throat accompanied with a fever

In these cases, please follow the proper treatment protocols, or consult a physician to determine if your symptoms are contagious before returning to camp.

## Daily Health Check

Be aware of camper's (and your own) physical and emotional state during camp. If you notice any of these changes in a camper or yourself, alert a

Counselor immediately:

- Fever
- Skin rashes, poison ivy, etc.
- Lacerations
- Fatigue
- Itching of head
- Sunburn
- Redness or discharge from eyes
- Bruises
- Any abnormal behavior

## The Infirmary

The Camp FUNset Infirmary is located at the Camp Directors office. Please contact a Counselor or the Camp Director if you or a camper are not feeling well or need any medical attention for any reason.



## Medication Policy

Our medication policy applies to both prescription and non-prescription medications. It applies to campers as well as camp staff and LITs.

Any medications brought to camp must be in their original container clearly marked with the person's first and last name and specific dosage instructions.

All medications must be given to the Camp Director for safe-keeping throughout the day. No camper or camp staff is allowed to possess any medications during camp with the exception of inhalers and Epi-pens which will be carried by Counselors.

## In the case of an EMERGENCY

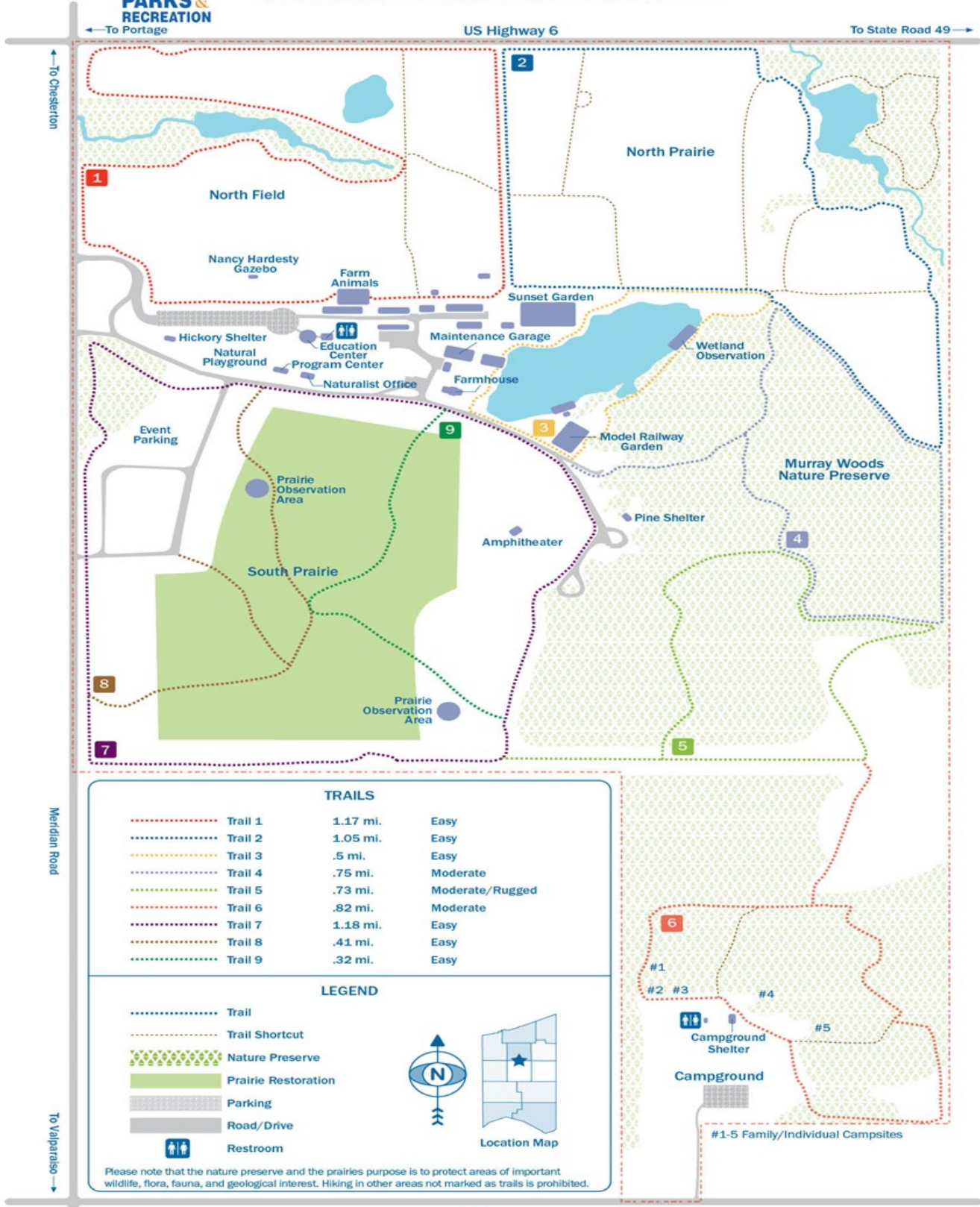
**All Camp Staff are trained to enact Camp FUNset's Emergency Action Plan. Report any emergencies you witness immediately to a staff member and defer to their instructions in these events.**

# Camp FUNset Maps



## SUNSET HILL FARM COUNTY PARK

775 MERIDIAN ROAD | VALPARAISO, IN 46383 | (219) 465-3586



CR 700 N