

2020 Nevada 4-H Teen Counselor Application Packet Checklist

- _____ Age 14-18 as of the first day of camp
- _____ Cover letter (see Teen Counselor Responsibilities)
- _____ 1-2 page (maximum) resume (see Teen Counselor Responsibilities)
- _____ A written plan for a New Camp Activity (see Teen Counselor Responsibilities)
- _____ Signed and Completed Teen Counselor Application
- _____ Signed and Completed Teen Counselor Responsibility
- _____ Signed and Completed Teen Counselor Conduct Policy
- _____ Three Completed Reference Questionnaires that are mailed to the UNR extension office by the person completing the reference – Please write your name on each form
- _____ Signed and Completed Assumption of Risk form
- _____ Signed and Completed Health Forms
- _____ Signed and Completed Photo/Audio/Video Release
- _____ Teen counselor applicants must be able to attend an interview either in person, via interactive video or phone

For all those selected, the following will also be required:

- _____ Attend Scheduled Camp trainings/meetings in person or via interactive video on May 9 & May 30 from 9:00 a.m. – 3:00 p.m.
- _____ Any additional forms signed and completed

2020 Nevada 4-H Camp Teen Counselor Application Forms



First Name _____ MI: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ 4-H Member: _____ YES NO

Birth Date: ____/____/____ Age (as of January 1, 2020): _____ Grade Completed (as of July 1, 2020): _____

School Name (if home schooled, please indicate): _____

Years in 4-H: _____ T-Shirt Size: _____
(Please indicate youth or adult size)

Gender: _____ Female _____ Gender Identity Not Listed Above
_____ Male _____ Prefer Not to Answer

Ethnicity: _____ Non-Hispanic _____ Prefer Not to Answer
_____ Hispanic

Race: _____ White (Caucasian) _____ Asian
_____ Black _____ Multi-Racial
_____ American Indian or Alaskan Native _____ Undetermined
_____ Native Hawaiian or Pacific Islander _____ Prefer Not to Answer

Residence: _____ Farm/Ranch (rural area where agriculture products are raised and sold)
_____ Rural Non-Farm or Town under 10,000 population
_____ Town/City, 10,000 to 50,000 population
_____ Suburban, over 50,000 population
_____ Central City, over 50,000 population

Military: _____ No one in my family is serving in the Military
_____ I have a parent serving in the military

Component: _____ Active Duty _____ Branch: _____ Air Force _____ Army
_____ National Guard _____ Navy _____ Marines
_____ Reserves _____ Coast Guard

Please select the camp(s) dates you are interested in being a counselor. You may select more than one.

CAMPS: _____ Adventure Camp 1, July 5-9
_____ Wildlife and Outdoor Survival Camp, July 10-14
_____ Adventure Camp 2, July 15-19
_____ STEM Exploration Camp, July 20-24

Please describe all camping experience you have had as a Teen Counselor.

Name of Camp

Place/Date

Responsibility



Please describe your leadership experiences – include all experiences. What have you done that defines you as a leader?

Please describe what kind of experience you have had working with young people (9-12 years of age).

Please explain why you want to be a Teen Counselor? Include why we should consider you.

Please list special skills or talents that would be an asset at camp. Please be specific.

Do you have additional comments you wish to make regarding camp or your qualifications?

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Extension Personnel: _____ **Date:** _____

Please have three reference forms returned in individual sealed envelopes to your local UNCE office.
References could be any adult such as 4-H leaders or teachers but should not be a relative. Incomplete applications will not be accepted. Please complete a résumé and complete a written plan for a camp activity (see teen responsibilities)

Please return this application and all supporting documentation and the signed responsibility form to your local Cooperative Extension Office, all signatures must be included.

2020 Nevada 4-H Camp Teen Counselor Responsibilities

Nevada 4-H Camp: Mission Statement: The purpose of the Nevada 4-H Camp is to provide an outdoor, group living environment for youth which stimulates them to become self-directing, productive and contributing members of society. At Camp, youth will experience such programs which will develop attributes necessary for intellectual, emotional, physical and social growth perpetuating the beliefs embodied in the 4-H Creed.

QUALIFICATIONS: Teen Counselor applicants must be 14 years of age or older **as of first day of camp.**

FUNCTION: Share leadership and guidance of the campers during Camp

RESPONSIBLE TO: Camp Director, Teen Advisors, Adult Chaperones and UNCE employees

DUE DATE: Completed application due no later than **5:00 p.m. on March 28, 2020** to your local Cooperative Extension Office.

Teen Counselor Applicants are/will be responsible to:

1. Submit a letter of application for this position. Tell about yourself, emphasizing your strengths and why you should be selected. Attach a résumé: 2-page maximum, standard format. Write a complete plan for a **new educational activity or evening program to include all phases of implementation of the activity: staff needed, supplies needed and time needed**. Ask three references to complete the Teen Counselor Reference Questionnaire. Reference Questionnaires should be sealed in an envelope by the person providing the reference then mailed to the local UNCE Office or returned with your completed application packet. Teen is not to open reference letters. (Elected Returning Counselors are exempt from these requirements).
2. Complete camp registration/application forms including: Application for Teen Counselor, Teen Counselor Responsibilities and Teen Conduct Policy. Application/Registration documents due **March 16, 2020**.
3. Other forms will be required for selected teens: UNCE Health Form and copy of insurance card (if applicable), Assumption of Risk and Photo/Audio/Video Release.
4. Take part in Teen Counselor Interviews and all counselor trainings.
5. Teen Counselors share in leadership and guidance responsibilities and join in all training and camp activities. Some activities you may be involved in are: sports, crafts, workshops and evening programs.
6. Set a positive example for the campers. Follow the camp rules and Conduct Policy including: smoking, drugs, alcohol and weapons are prohibited; no leaving camp; swim only when lifeguard is on duty; abide by schedule; be considerate of others; refrain from inappropriate language and put downs; no pushing, shoving or striking (not even in fun). No smoking. Dress appropriately. Help maintain high morale to give Camp a positive, enthusiastic environment.
7. Greet campers upon their arrival. Help them find their cabin and get settled. Make them feel welcome.
8. Be a friend to the campers. Observe them doing good things and compliment them. Hold cabin meetings to discuss the campers' concerns as needed. Watch for homesickness, behavioral problems, illness and injuries. Report all injuries to Camp Director or Nurse immediately.
9. Keep campers involved and participating in camp activities. Attend and participate in all activity centers to help the campers. See that campers rise on time and the lights are turned off at the scheduled time. Make sure assigned duties are complete
10. Organize and lead games and other recreational activities. Lead campfire songs, skits and activities with groups or the whole Camp as assigned. Demonstrate proper flag folding and ceremony procedures.
11. Help campers keep their cabin area cleaned. On the last day of camp, cabins must be cleaned (all garbage picked up, swept out, all camping gear packed up and on the front lawn.) Final approval must be given by a staff member before leaving.
12. Attend Counselor meetings, returning to assigned cabin immediately following meetings (no hanging out) **failure to do so may result in immediate removal from camp**.
13. Show respect and respond to directions of Camp Director, Teen Advisors, Chaperones and UNCE employees.
14. **All cell phones will be turned in to the camp director upon arrival at camp.** Teens will have access to their phones during teen counselor meeting each evening but must be turned back in at conclusion of meeting.

Additional Responsibilities

Task	Description
Greet Campers	Greet Campers at registration. Help them find their cabin and get settled. Ensure that they feel welcome.
In Cabin	Help Campers get settled, keep area clean and organized. Help with cabin ice-breakers and get acquainted games. Help get Campers up and clean the cabin. Organize the cabin activities. Help quiet Campers at night. Help Campers pack to go home.
Latrine Duty	Demonstrate duties/techniques and work with Campers in cleaning. Get supplies. Delegate latrine duties to Campers.
Hashing	Demonstrate duties/techniques and work with Campers in serving and cleaning. Assist Cooks by informing them when more food is needed. Assist in cleaning tables, mopping dining room, picking up garbage, etc. Delegate hashing and cleaning duties to campers.
Grounds/Facilities Clean up	Get garbage bags from storage and distribute to Campers. Assist in picking up garbage. Ensure Campers know where to deposit bags once clean-up is finished.
Campfire	Lead songs or sit among Campers encouraging participation. Demonstrate engaged, caring and enthusiastic participation.
Flag Ceremony Thought for the Day	Obtain flag from Camp Director. Organize Campers to help raise or lower the flag. Facilitate choosing a Thought for the Day. Arrange for a willing Camper to lead Thought for the Day. Ensure Campers are lined up at and around the flag pole.
Educational Activities	Help present activity centers, other activities and evening programs.
Crafts & Games	Help lead crafts or games.
Beach Time	Assist the Lifeguards in watching Campers while swimming and/or boating. Encourage Campers to take advantage of the beach, swimming and boating while being aware of self-esteem and body image issues. Do your best to find a way to interact with Campers during Beach Time.
Communication	Cabin Chaperones and Counselors to ensure a smooth running, supervised and engaging cabin experience for Campers. Work with Camp Director, Camp staff, Chaperones and Counselors to ensure a smooth running, positive, safe and educational experience for Campers. Promptly and appropriately address any issues or concerns with Counselors, Chaperones, Camp staff or UNCE/4-H Staff as needed. Be open to different personalities, cooperation and making concessions in rectifying issues. Portray a positive, enthusiastic and engaged participant.

I accept the above responsibilities and understand failure to fulfill these duties in a responsible manner may result in me being required to leave camp (parent's responsibility to make arrangements) with no refund of fees.

Signature of Teen Counselor Applicant

Date

Signature of Parent/ Guardian

Date

Signature of Extension Personnel

Date

University of Nevada Cooperative Extension 4-H Youth Development Code of Conduct

In order to ensure that University of Nevada Cooperative Extension (referred to as Cooperative Extension from this point on) 4-H Youth Development programs provide positive environments for all individuals to learn and grow, all participants, including but not limited to youth, volunteers, parents, spectators, and Extension personnel agree to abide by these expectations of behavior, while participating in any 4-H Youth Development activities:

- Represent Cooperative Extension 4-H Youth Development with professionalism, dignity and pride, and be responsible for conducting themselves with courtesy and appropriate behavior. All participants, volunteers, and parents will conduct themselves in a respectful manner, exhibit good sportsmanship, and be a positive role model.
- Display respect and courtesy for Extension staff, volunteers, program participants, visitors, clients and property.
- Respect and follow all county and state 4-H Youth Development Policies and Procedures.
- Inform Cooperative Extension personnel of any incidents that may violate 4-H policies.
- Promote and support 4-H Youth Development in developing effective local, county, state and national programs.
- Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions. Any actions, such as conviction for child abuse or neglect, violent crimes, unethical behavior, substance abuse, verbal abuse, physical abuse, mismanagement of 4-H funds, or other serious offenses will not be tolerated.
- The distribution, dispensation, possession, or use of illegal drugs, controlled substances, alcohol, and tobacco (including vaping) by youth or adults at any 4-H Youth Development activity is strictly prohibited. If needed, law enforcement may be contacted.
- Use of vulgar or inappropriate language is not allowed at 4-H Youth Development activities.
- Solicitation of gratuities, gifts or bequests for personal or professional benefit is not allowed.
- Treat animals humanely and all participants must abide by National Show Ring Code of Ethics and provide appropriate and ethical animal care.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H Youth Development programs.
- Ensure that 4-H participants are not required to purchase materials, equipment, animals or services from any specific places of business.
- Comply with all applicable laws of the city, county, and state of residence and/or location of 4-H activity.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private and personal information.
- Handle all concerns regarding 4-H program management within the University of Nevada Cooperative Extension system structure. All issues should be handled at the local level whenever possible.
- Keep personal opinions and actions separate from those made as a representative of this organization. 4-H Youth Development promotes teaching youth “how to think” not “what to think.”
- Discrimination is not allowed on the basis of age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. and, in accordance with University policy.

Violating this Code of Conduct shall be grounds for action up to or including immediate removal from the 4-H Youth Development activity/program. Decisions regarding immediate removal or expulsion will be made by the county Cooperative Extension 4-H Youth Development Personnel in conjunction with the Extension Educator and notification to the State 4-H Youth Development Director.

As a parent, I understand that my child and myself must adhere to this Code of Conduct and that there are consequences for non-compliance or willful disregard. I will assist and support youth in their efforts to adhere to the Code of Conduct.

Parent/Legal Guardian #1 Signature _____ Date _____

Parent/Legal Guardian #2 Signature _____ Date _____

I have read, understand and agree to abide by this Code of Conduct. I also understand there are consequences for non-compliance or willful disregard.

Member's Printed Name: _____ Date _____

Member's Signature _____

2020 Nevada 4-H Camp, Camper Conduct Policy

Nevada 4-H Camp: Mission Statement: The purpose of the Nevada 4-H Camp is to provide an outdoor, group living environment for youth which stimulates them to become self-directing, productive and contributing members of society. At Camp, youth will experience such programs which will develop attributes necessary for intellectual, emotional, physical and social growth perpetuating the beliefs embodied in the 4-H Creed.

Camper Mission: Fully participate in the Nevada 4-H Camp while following the Camper Conduct Policy and exhibiting the best traits of a 4-H Member. Learn and/or grow life-skills (like social skills, cooperation, etc.) while building new friendships, skills and knowledge. Exhibit positivity in interactions and activities with Campers, Counselors and Camp staff, develop an appreciation of natural resources and be open to new experiences, challenges and interests.

1. Use or possession of alcohol, tobacco, weapons and illegal drugs is prohibited.
2. Girls are not allowed in boys' cabin areas nor are boys allowed in girls' cabin areas.
3. Campers aren't allowed to leave the facility unless part of an approved activity with Adult Counselors and staff attending.
4. Campers shall conduct themselves in accordance with the standards and image of the 4-H program at all times. This includes refraining from inappropriate language, physical or verbal abuse (including bullying or hazing) of others and following all Camp rules set by UNCE, Camp Director and Counselors.
5. Campers must see Camp staff at first sign of any illness. Any injury or accident must be reported immediately to Camp staff.
6. Swimming and boating are allowed only when the Lifeguards are on duty. The buddy system will be used by all Campers.
7. Campers are expected to participate fully in all programs, activities and duties.
8. Campers will be in their cabins and quiet at the times specified by Camp staff and Camp Schedule.
9. Campers shall respect camp property and facilities and assume financial responsibility for any damages they cause.
10. No weapons or items that can be used as a weapon or explosive devices of any kind are allowed at camp. If items are found at camp, it is grounds for immediate expulsion from camp.
11. Office phones are for business use only unless permission is obtained from Camp staff. Cell phones should be left at home.
12. As representatives of County 4-H Programs, Campers are required to follow and model their local 4-H "Code of Conduct," "Commitment to Excellence" or equivalent local policy.

By signing this Conduct Policy, I acknowledge I understand and accept the above conduct policy and understand that failure to follow this policy may result in my being required to leave Camp.

Signature of Camper Date

Signature of Parent/Guardian Date

Signature of Extension Personnel Date

2020 Nevada 4-H Camp Teen Counselor Reference Form

Teen Applicant's Name _____

(Teens, please print your name here prior to giving form to your reference)

1. How long and in what capacity have you known the Teen Applicant?

2. Does she/he relate well to children between 9 and 12 years of age? Adults?

3. What are his/her strengths? Weaknesses?

4. What experience would qualify her/him as a camp Teen Counselor?

5. Would you feel that he/she would gain from the camping experience as well as the Campers?

6. She/he will be spending an entire week with 9 to 12 year old youth. She/he will be in charge of a cabin of 10 to 12 youth with two Adult Chaperones and another Teen Counselor. Do you feel she/he will react well under these conditions?

7. Is he/she enthusiastic when working around youth, and enjoyable for adults to relate with under less than ideal conditions?

8. May we call/email you if we have further questions?

Phone number: _____ Email address: _____

Please sign and return in enclosed envelope that the teen applicant provided for you by 3/28/20. THANK YOU!

Signature: _____ Date: _____

2020 Nevada 4-H Camp Teen Counselor Reference Form



Teen Applicant's Name _____

(Teens, please print your name here prior to giving form to your reference)

1. How long and in what capacity have you known the Teen Applicant?
2. Does she/he relate well to children between 9 and 12 years of age? Adults?
3. What are his/her strengths? Weaknesses?
4. What experience would qualify her/him as a camp Teen Counselor?
5. Would you feel that he/she would gain from the camping experience as well as the Campers?
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Phone number: _____ Email address: _____

Please sign and return in enclosed envelope that the teen applicant provided for you by 3/28/20. THANK YOU!

Signature: _____ Date: _____

ASSUMPTION OF RISK



For myself, my heirs, executors, administrators, legal representatives, assignees and successor in interest (collectively referred to as "successors"); I release, forever discharge and agree not to sue the Nevada System of Higher Education (NSHE), its employees, agents, members, sponsors, volunteers, officials, spectators, or owners of property on which 4-H activities may be conducted from any and all liability, claims, loss, cost or expense, including, but not limited to, those arising from property damage or loss, injury to my body, mental trauma or death, and waive any such claims against any such persons or organizations, arising directly or indirectly from, or attributable in any legal way, to any negligence or other action or omission to act of any such persons or organizations in connection with the sponsorship, or organization or conduct of the Nevada 4-H Program including travel to and from events or activities in which I may be a participant, spectator or volunteer. I hereby waive all such claims, which I have now or may hereafter have against the above organizations or persons, however caused.

Member Initials _____

Parent A Initials _____

Parent B Initials _____

I have read and agree to all of the information and statements on both sides of this form. Signatures are required.

I hereby give permission for my child to become a member of 4-H:

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Print Name of Member

Signature of Member

Date

The University of Nevada, Reno is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression in any program or activity it operates. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States.

Date: 11/9/17

PHOTO/VIDEO/AUDIO/QUOTE/NAME/TOWN RELEASE:

I give permission, without restriction, to the University of Nevada Cooperative Extension/Nevada 4-H to:

photograph me	please circle.....yes.....no
video record me	please circle.....yes.....no
audio record me	please circle.....yes.....no
quote me	please circle.....yes.....no
state/use my name	please circle.....yes.....no
state/use my hometown	please circle.....yes.....no

I grant the right to use the materials/information listed above for educational and promotional use, as directed by the university (without payment or remuneration) for any appearances, use, or displays. I acknowledge the university's right to crop or treat the display of my photograph at its discretion. I understand that the university may use these materials in printed and Internet publications and presentations that they produce, and that they may also give the material/information to media and other organizations for educational or promotional use. I also understand that the use of this material/information is done without remuneration/payment to me. Please initial that you have read and agree to the above conditions:

Member Initials _____

Parent Initials _____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Print Name of Member

Signature of Member

Date

2020 4-H Camp Social Media Policy

In general, 4-H Camp views online platforms in a positive manner and respects the right of 4-H camp staff, teens and chaperones to use them personally as a medium of self-expression. Because of very real chance that a 4-H Camp staff member, teen or chaperone, s personal online presence may comeingle with the 4-H Camp’s online presence the following policy must be observed at all times in any/all online platforms.

For the purposes of this policy the term “staff member” will include all 4-H camp staff, chaperones, teens and UNR extension staff. The term “youth” will include all campers. The term “online platform” will include email. Social media, instant messages, website, blogs and all other internet mediums.

Failure to comply with this policy may result in termination/expulsion from camp. Each infraction will be reviewed by the Camp Director and 4-H Program Manager and will be based upon its merit and on a case by case basis. All decisions will be final.

Trademark

- The 4-H Clover logo is owned by National 4-H and USDA and each county 4-H program is authorized to use it. The 4-H logo cannot be used without explicit, written permission of the 4-H Program Manager. 4-H Staff and youth are prohibited from using 4-H logos on online platforms unless approved by the 4-H Program Manager. Wearing 4-H logo items while engaged in activities or locations that may have the potential to reflect negatively on 4-H is highly discouraged.

Video, Photography and other images

- 4-H Camp staff members are prohibited from posting any photos/videos of youth using their personal online accounts. 4-H Camp request written permission from each youth’s parents/guardian to use youth’s photos/videos in written and online materials. Legal action can be taken against those who violate this policy.

Personal social media

- 4-H members must recognize they are role models for youth at all times, and should limit their public profile to information, comments, photos, etc. that are appropriate should a youth or parent/guardian view them. 4-H Camp staff members must agree to not use online platforms to display behavior (through words or pictures) that is prohibited by 4-H policy, including but not limited to, the use of drugs/alcohol, sexual or delinquent behavior, destruction of property, harassment or intimidation.

Respecting 4-H’s Reputation

- 4-H Camp staff will not disparage 4-H while affiliated with the 4-H camp program under any circumstance. 4-H Camp staff must agree to be respectful of 4-H, its employees and volunteers, youth, and its polices in all posting to online platforms. This includes, but is not limited to: engaging in the use if vulgar language; harassment and intimidation; posting derogatory comments regarding an individual’s race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression. Posting explicit, suggestive, humiliating or demeaning comments and posting disparaging words or pictures of campers, yourself, or fellow 4-H Camp staff while engaging in disparaging actions/activities during 4-H camp and camp related functions is strictly prohibited.

Youth Staff Communications

- 4-H Camp understands that interacting with youth after 4-H Camp may be extremely positive. However, as with any such communication, 4-H Camp cannot guarantee the kind of supervision, oversight, or program structure that will be present in such a situation outside of 4-H Camp programming. For the protection of both of the 4-H Camp staff and youth, staff members must refrain from interactions with camp youth once the 4-H Camp is concluded. This includes, but is not limited to: phone calls, letters, text messaging, online platforms and face-to-face interactions.

Failure to comply with this policy may result in termination/expulsion from camp. Each infraction will be reviewed by the Camp Director and 4-H Program Manager and will be based upon its merit and on a case by case basis. All decisions will be final.

Printed Name of 4-H Member

Signature of 4-H Member

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date