



Lutherhaven Ministries Volunteer Policies

These policies are designed to give some basic guidelines and direction for volunteers as they prepare for their camp volunteer experience.

WELCOME!

Welcome to Lutherhaven Ministries!

You are a gift from God, and we look forward to working with you as a member of our ministry team. The abilities and talents that you bring are tremendously appreciated. We are committed to working with you in service to God's Kingdom!

As a volunteer, you represent Lutherhaven Ministries in both your work and private life. Our hope is you are diligently sensitive to how others see you as you live out your daily life. We encourage you to be an example to others of your relationship with God and your belief in the camp's Mission, Core Values and Vision.

We pray you will look to God daily as you are about your work in a way suggested from Martin Luther's "Book of Prayer."

"Grant that I may day-by-day put forth efforts which are pleasing to you, helpful to my fellow servants, and sufficient to provide for my daily needs. Keep me mindful that my service must be done not merely to others but to you. Help me to remember that in all things, my sufficiency is of you and that whatever I do is to be done to your glory. Give me joy in my labor; sincerity in my service, and unselfishness in all my striving. Help me to be faithful in all things, for the sake of Him who died for me." Amen

PREFACE

These policies have been adopted to give volunteers a clear picture of their value, time, responsibilities with Lutherhaven Ministries, as well as certain benefits volunteers may receive from the camp. When returning a signed Volunteer Covenant, a volunteer is committing to abide by these policies. In return, Lutherhaven Ministries agrees to meet its commitments to volunteers. At the core of this covenant is a trust relationship between the two parties to do whatever is necessary to live up to that agreement. As you follow these practices and policies, we hope you find joy in your servant role and friendship among your co-workers. It is important you read, understand, and become familiar with the handbook and comply with the established standards. Any questions about these policies should be discussed with your volunteer supervisor prior to or during your volunteer time at camp.

It is not possible to anticipate every situation arising at camp or to answer every possible question. Therefore the camp reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as is necessary or appropriate.

MISSION STATEMENT

Lutherhaven Ministries:

Encounter Creation! Create Community! Commune with Christ!

Scriptural Basis:

“We believe by God's love we are saved through faith—not because of anything we have done, not by works, but as a gift of God, so that no one can boast. For we are God's handiwork, created in Christ Jesus for good works, which God prepared in advance for us to do.” Ephesians 2:8-10

In response, we Value:

Jesus

...as the foundation of all our being, activities, events, programs, and opportunities to embody His love;

Faith Formation

... rooted in the Lutheran tradition, sharing God's love in ways relevant in our world right now;

People

...all called into a safe, joy-filled, nurturing faith community;

Relationships

...built on Jesus' love as we partner with people, congregations, communities and organizations;

Service

...as a way we extend the breadth and depth of God's love through hospitality, outreach, and leadership-centered programs;

Caring

...for God-given gifts and resources;

The Outdoors

...cared for, appreciated and explored;

Abundant Life

...filled with recreation, laughter, and play;

God's Word

...as the living, active means by which God calls us to faith and forms us as God's people.

Our Vision:

To be nationally recognized as the most effective Outdoor Ministry in the Northwest for nurturing Christian faith, equipping servant leaders, and strengthening communities.

1. VOLUNTEER COVENANT & JOB DESCRIPTIONS

The Volunteer Covenant may include, as applicable, job descriptions, length of service, time of year, meal and lodging arrangements, benefits, etc. Volunteer Covenants and job descriptions vary from volunteer to volunteer, season, service length, and camp needs.

2. VOLUNTEER AT WILL

The volunteer relationship is one of mutual consent, terminable at the will of the volunteer or Lutherhaven Ministries; either the volunteer or Lutherhaven Ministries may end the relationship.

3. VOLUNTEER PROCEDURES

Volunteers may be selected through an application/interview process. Selection of Summer Resource Staff is always by application. Volunteers agree to abide by these Volunteer Policies. Volunteers must sign a Volunteer Covenant.

4. VOLUNTARY DISCLOSURE STATEMENT

All volunteers must sign a Voluntary Disclosure Statement listing any criminal, child abuse, or sexual abuse charges or convictions. **If the camp does not receive the Voluntary Disclosure Statement along with the signed Volunteer Covenant, the Covenant is void and the volunteer position will be granted to another candidate.**

Lutherhaven Ministries may conduct whatever criminal background investigations it deems necessary. **Any misrepresentations in the Voluntary Disclosure Statement are grounds for immediate dismissal.**

5. HEALTH HISTORY

Volunteers may be required to complete a “Camp Medical Information History Form”. These medical records will only be available to the necessary supervisors.

6. LEADERSHIP STYLE

Volunteers are expected to serve in a manner consistent with the core values of the camp and its programs and to support the ministry’s goals, philosophy, and theology. Volunteers are expected to relate to campers and guests professionally and practice leadership styles most appropriate to each age group. There is an ongoing need to analyze and discern the differences between appropriate adult behavior and appropriate child and youth behavior. The volunteer must contribute to an atmosphere permeated with Jesus’s love.

7. CAMPER SUPERVISION

Working directly with campers is a privilege and takes a high degree of responsibility and commitment. It is not to be taken lightly.

For volunteers working with campers, camper safety and supervision is an utmost priority. When campers are under the supervision of a volunteer, **volunteers are expected to care about those campers, to be with those campers, to know where they are, what they**

are doing, and what their immediate needs might be. Volunteers are never to be in a closed room situation alone with a camper, nor are they to leave campers unattended. Volunteers working with campers shall go through training with the appropriate camp staff prior to their work with campers, covering camper supervision, discipline guidelines for volunteer staff, and risk management.

Individual discipline problems are to be immediately reported to a Program Director.

8. COMMUNITY RESPONSIBILITY

At camp all participants – campers, staff, volunteers, and guests – contribute simply by their presence to the success of the community. All volunteers are expected to assist in maintaining a positive camp atmosphere, taking responsibility in the following areas:

1. Health and safety — cleanliness and general appearance of camp, grounds, accommodations, and buildings; cleanliness of living quarters; and high standards of safety, health and sanitation at camp sites.
2. Living routines — being on time at meals, observing rest time, providing camp site and equipment clean-up, adhering to swimming policies, following appropriate group conduct at meals, activities, worship, campfires, etc.
3. Environmental responsibility — environmental concerns relating to the cleanliness, appearance, and protection of campgrounds, buildings, trees, wildlife, natural resources; garbage removal; recycling, etc.

Each person shall take personal concern and pride in the quality, appearance, and spirit of Lutherhaven Ministries, which radiates a dedication to serve all God's people through outdoor ministry.

9. PETS

Volunteers are not allowed to bring animals/pets to camp, with the exception of service animals.

10. LIGHTS OUT

Although this policy is primarily intended for seasonal staff, the concepts and guidelines of sufficient rest apply to volunteers, as well. Volunteers help seasonal staff and campers abide by and follow the camp policies regarding bedtimes, lights out, and general rest. The age group with which the volunteer is working or living determines lights out for staff and volunteers. **Lounge areas are closed to volunteers at 10:30 PM each mid-week camp night.** Resource Staff shall keep Summer Staff accountable to this time, not keeping them up later.

Responsibilities for campers, safety, your own health, and to the high standards of camp make it imperative that everyone gets sufficient sleep. Tired people are not alert, mentally aware, others-sensitive, or enthusiastic about their work; rest and sleep are important to a staff and program under constant pressure and activity.

11. BODY ART, BODY PIERCINGS AND ATTIRE

The following is policy for Lutherhaven Ministry Staff. In light of the fact that campers often can not distinguish between staff and volunteers, volunteers are asked to strive to abide by the following policies as well.

Lutherhaven Ministries takes very seriously the powerful role model staff are in the lives of the children, youth, adults, families and communities we serve. Campers often idolize their counselors and want to be like them in many respects — clothing, hair styles, interests, mannerisms. As good as the camp experience might be, and as commonplace and seemingly innocuous as body art may seem, parents do not want their child coming home from camp begging for a tattoo or body piercing “just like my counselor’s.”

In light of how mainstream and popular body art and piercings and other non-traditional forms of self-expression have become, Lutherhaven Ministries as a Christ-centered outdoor ministry addresses these issues as follows.

1. Staff should strive to live out the intent of Scripture, in that our character should not come from outward adornment, such as hair or jewelry or clothes, but instead should be evident in our inner self, which reflects the Spirit of God.
2. Not all body art and piercings are in keeping with staff role model responsibilities.
3. Staff must be willing to remove any body piercings, with the exception of earrings worn in the ears. Staff must appear “pierce-free” at all times when in front of campers. This applies to all rings, studs, hoops, etc., in noses, navels, tongues, eyebrows, etc. Staff members are permitted to wear earrings within “reason,” at the discretion of the Senior Program Director and/or the Executive Director.
4. Staff must be willing to cover any visible tattoos inappropriate to the camp’s stated values. We realize that covering a tattoo may not be possible at all times, as in the case of swimming activities. However, tattoos may not contain graphics or words that are offensive, are related to illegal substances or gang activity, or are inappropriate to the values upheld by the ministry.
5. Hair must be a natural hair color (Note: not necessarily your natural hair color, just a natural hair color.) Hair must be of appropriate length and may not be trimmed in any fashion (designs, words, patterns, or styles) that draws inadvertent attention to the staff person.
6. Staff shall wear clothing appropriate to Lutherhaven Ministries’ philosophy of ministry. Clothing or lack of clothing should not draw undue attention to the staff person. Clothing must not contain graphics or words that are offensive or inappropriate. Staff shall wear shirts at all times other than at the waterfront. Women staff shall wear one-piece bathing suits when swimming.
7. Staff shall avoid apparel that distracts from the ministry environment, including...
 - a. No spaghetti straps or halter tops (tank tops with wide straps are okay)
 - b. No short-shorts
 - c. No visible undergarments
 - d. No visible belly or chest
 - e. No obscene, vulgar, abusive, or discriminatory language or images

- f. No promoting alcohol, chemicals, tobacco or any other product illegal for use by minors

Remember, we represent Christ in the communities where we serve. These "prohibited" clothing items often work against—not for—our efforts to serve as the hands and feet of Jesus.

12. DRUGS

Possession or use of illegal drugs of any kind while volunteering with Lutherhaven Ministries is not allowed and is grounds for immediate dismissal. Illegal use of any prescription, stimulant or narcotic drugs while volunteering with Lutherhaven Ministries is also grounds for immediate dismissal. This applies to all hours and all days, including times that the volunteer is not on duty. This also applies to Lutherhaven Ministries-sponsored programs in states where marijuana is legal.

13. SMOKING

Lutherhaven Ministries is entirely smoke- and tobacco use-free.

- Volunteers who are smokers and tobacco users are to leave camp when they are off duty to smoke.
- The use of hookahs, chewing or other smokeless tobacco, cigars, e-cigarettes or similar nicotine delivery devices are prohibited on camp or when representing the ministry on off-sites, Day Camps or other events.

14. FOOD & LODGING

Meals and lodging may be available to volunteers, and will be determined on a case-by-case basis prior to service at camp. Volunteers with special dietary or accommodations needs should bring these to the attention of their supervisor prior to their arrival.

Personal food items should be kept out of the kitchen, unless permission is granted from the Food Service Director or their designee. Food should not be kept in accommodation rooms.

Unauthorized persons are not allowed in the food preparation and storage areas without permission. Food or equipment is not to be taken from these areas without the permission of the Food Service Director. The kitchen is closed every night after the evening meal.

15. CONSUMPTION OF ALCOHOLIC BEVERAGES

1. **Volunteers must place the safety, security and comfort of campers, guests and staff above their choice to consume alcoholic beverages.**
2. Volunteers aged 21 and older may consume alcoholic beverages in moderation.
3. When consuming alcohol, volunteers may not interact with campers, guests or staff younger than 21 years of age; doing so may constitute grounds for dismissal.

4. Consuming alcoholic beverages during the course of any scheduled work period, excessive consumption of alcohol when not on duty, underage drinking, or visible signs of impairment are grounds for dismissal.
5. **Alcohol may only be consumed on camp by of-age volunteers in specific residences**, as designated by the Executive Director.

16. RELATIONSHIPS AND SEXUAL ACTIVITY

Volunteers are expected to conduct themselves in a way that respects the dignity, personal worth, and rights of others. Relationships that get “in the way” of job responsibilities may be grounds for dismissal. Volunteer romantic relationships with staff, campers of any age, or with Junior Staff shall not be tolerated under any circumstances and are grounds for immediate dismissal.

Volunteers shall respect the privacy of male and female sleeping areas and bathrooms. Violations are grounds for immediate dismissal.

Volunteers are expected to reject sexual promiscuity, the manipulation of others for purposes of sexual gratification, and all attempts of sexual seduction and sexual harassment, including taking physical or emotional advantage of others. Single volunteers are expected to live a chaste, celibate life. Married volunteers are expected to live in fidelity to their spouse.

17. PERSONAL PROPERTY

The camp is not responsible for personal property that is lost, damaged, stolen, or destroyed. Personal belongings lost by another person should be turned in to the office.

18. WEAPONS

Volunteers are not permitted to bring a weapon onto any Lutherhaven Ministries property or to any camp program without the express permission of the Executive Director. Weapon means any firearm, knife, machete, dangerous chemicals, explosives (including firework,) blasting caps, chains, sprays, and other objects used to injure or intimidate others. Weapon also means any toy, sport, recreational or look-alike weapon, regardless of its use or purpose.

19. USE OF FACILITIES AND EQUIPMENT

Camp Public Spaces — Certain public spaces may be designated for volunteers and/or staff to gather or meet during time off. Exercise community concern for all public spaces by keeping them clean and safe.

Equipment — Camp equipment shall not be taken out of camp without authorization from the appropriate director.

Accidents or Breakage — Accidents shall be reported immediately to a Director. Equipment and/or buildings in need of repair shall be reported to the Facilities Director by filling out a work order. Volunteers are responsible for carelessness with or misuse of equipment.

Waterfront — Volunteers must follow all waterfront rules. Use of boats and other waterfront equipment is to be used only with permission of the appropriate director.

Internet Access — Office computers are generally for camp use only. Wireless internet may be available in certain areas of camp; bring your own computer for internet and computer use.

Long Distance Phone Calls — Cell phone service may be available in certain locations at Lutherhaven, depending on your carrier. There is no cell service at Shoshone Mountain Retreat. Volunteers are permitted to make collect or credit card calls when calling long distance. Campers are not allowed to use the phone unless permission is given by the Program Director.

20. VISITORS

All visitors on camp are required to check in with the office, and must make prior arrangements with for lodging and meals, where applicable.

21. TRADING POST

Summer Resource Staff are expected to pre-pay their Trading Post card, similar to summer campers, before purchasing items in the Trading Post. Volunteers may receive free sno-cones and popcorn during their stay at camp, when available. Family members of Resource Staff pay the regular Trading Post costs.

22. VEHICLES

Vehicles brought to camp by volunteers are parked in designated parking areas only. Volunteers are not authorized to drive camp vehicles without pre-approval by the appropriate supervisor, and then only after established training and appropriate insurance and driving records have been checked. At no time are campers transported in a private vehicle. Camp cars, trucks, golf carts, etc. are for camp business only. No one may ride in the back of a pickup truck at any time. **Volunteers with impaired driving records are prohibited from driving camp vehicles.** Note: summer staff are not permitted to leave camp property during work hours without prior approval by a Program Director.

23. LAUNDRY AND LINENS

Volunteers provide their own bedding, towels and other personal items and are responsible for their own laundry.

24. PURCHASING

No purchases or expenditures may be made in the name of the camp without clearance by a full-time Director.

25. REPORTING

Applicable volunteers shall file written reports as required/requested in a timely manner through the appropriate channels.

1. Every injury incident must include a completed incident report by every volunteer present and every witness of significance, within 24-hours of the incident.
2. In addition, the director or manager over that area of camp is always, without fail, to be notified, and in the case of a doctor or hospital visit, will be so notified IMMEDIATELY.

26. VOLUNTEER TRAINING AND MEETINGS

All Resource Staff are expected to participate in volunteer training at the beginning of their camp week. Resource Staff are encouraged to attend resource staff meetings during their week of service.

27. SOCIAL MEDIA

Lutherhaven understands most people participate in varying degrees of social networking (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn) and chat rooms, and create and maintain personal websites, including blogs. Lutherhaven respects volunteers' online social networking and personal Internet use. However, your online presence can affect Lutherhaven as your words, images, posts, and comments can reflect or be attributed to Lutherhaven. Volunteers should be mindful to use electronic media responsibly and respectfully of camp, staff, guests and others.

Because volunteers' online comments and postings can impact Lutherhaven, the ministry has adopted the following guidelines for volunteers participating in social networking sites and/or engaging in other forms of Internet use. It is a breach of acceptable volunteer conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

1. Anything that may harm the goodwill or reputation of Lutherhaven Ministries, Inc. or any disparaging information about Lutherhaven. This includes material contradictory to or in conflict with the ministry's Mission, Core Values, goals, purpose statements or policies. Ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc. are not permitted, nor are topics that may be considered objectionable or inflammatory, such as politics and religion.
2. Any disparaging, discriminatory or harassing information concerning any customer, employee, vendor or other person associated with Lutherhaven. Lutherhaven's policies prohibiting harassment apply online as well as offline.
3. Any confidential information, trade secrets, or intellectual property of Lutherhaven obtained during your employment, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies. Confidential information includes addresses, email addresses, phone numbers, camper and guest names, and financial information.
4. Any private information relating a customer, camper, employee or vendor of Lutherhaven. Campers, customers, partners or suppliers should not be cited or obviously referenced without their approval. Never identify or tag a camper, customer,

partner or supplier by name without written permission and never discuss confidential details regarding a camper or guest. It is acceptable to discuss general details about campers and to use non-identifying pseudonyms for a customer so long as the information provided does not make it easy for someone to identify the customer.

28. THREATS AND VIOLENCE

Lutherhaven Ministries does not tolerate any acts of violence at camp or camp programs to any persons, whether they are employees, volunteers, campers, guests or other individuals associated with Lutherhaven Ministries, or to property. Anyone who commits or threatens an act of violence will be subject to investigation and discipline. Examples of prohibited conduct include but are not limited to physical abuse, sexual abuse, verbal threats to inflict physical harm, vandalism, arson, and use of weapons.

Violence means acts of physical, sexual, verbal or written aggression against an employee, camper, associated person or family member of the aforementioned, or threats to inflict physical harm, damages to property, or any purposeful or knowing behavior which would cause a reasonable person to feel threatened by an employee or non-employee at camp or in camp programs. Violence does not include reasonable force in the defense of oneself or others.

Employees, volunteers, campers, guests or other individuals are not permitted to bring a weapon onto any Lutherhaven Ministries property or to any camp program without the express permission of the Executive Director. Weapon means any firearm, knife, machete, dangerous chemicals, explosives (including firework,) blasting caps, chains, sprays, and other objects used to injure or intimidate others. Weapon also means any toy, sport, recreational or look-alike weapon, regardless of its use or purpose.

Threat is defined as an expression by word or conduct of intent to commit violence that places the listener or reader in fear of imminent bodily harm, or is of such character that another individual could be placed in fear of imminent bodily harm. The overall context of the statement, including nonverbal communications, will be taken into account to determine if such an expression is a threat covered by this rule. Threats may be veiled, conditional, indirect and/or direct.

- **Direct Threat:** Identifies a **specific act** against a **specific target** and is delivered in a straightforward, clear, and explicit manner: “I am going to place a bomb in the ...”
- **Indirect Threat:** Tends to be vague, unclear, or ambiguous. The plan, the intended victim, the motivation, and other aspects of the threat are masked or equivocal: “If I wanted to, I could kill everyone at this ...” Violence is implied but tentatively “if I wanted to” and suggests a violent act COULD occur, not it WILL occur.
- **Veiled Threat:** Strongly implies but does not explicitly threaten violence. “We would be better off without you around anymore” clearly hints at a possible violent act, but leaves it to the potential victim to interpret the message and give a definite meaning.
- **Conditional Threat: Warns** that a violent act will happen unless certain demands or terms are met: “If I don’t get ..., I will place a bomb/shoot/kill/harm...”

Volunteers shall be alert to and immediately report suspicious or threatening behavior and incidents of violence to their supervisor, or contact emergency services by dialing 911 in the case of immediate serious threat or commission of a crime. Even without an actual threat, volunteers shall report to their immediate supervisor any witnessed behavior they regard as threatening or violent. Volunteers are responsible for making a report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Reports shall be made as soon as possible after a threat or act of Workplace Violence.

Volunteers should retreat from situations when in fear of imminent physical harm.

29. HARASSMENT & SEXUAL HARASSMENT

Lutherhaven Ministries recognizes that a person's right to freedom from discrimination includes the opportunity to work, live, and play in an environment untainted by harassment of any kind. Offensive speech and conduct are wholly inappropriate and intolerable to the Christ-centered relationships essential to the operation of our camping ministry and its programs. Harassment has the potential to create intimidating, hostile and offensive environments that may interfere with the staff's work performance as well as the camper and guest's camp experience. Lutherhaven Ministries will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual or create an intimidating, hostile or offensive environment. Where harassment or bullying is found to exist, immediate corrective action will be taken to assure it is stopped and does not recur.

Harassment includes all unwelcome advances, written or verbal innuendoes, threats, bullying, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, marital status, familial status, physical or mental ability, or religious beliefs that are offensive to anyone associated with camp programs. Harassment is further defined as **any unwelcome action** by any person, whether verbal or physical, on a single or repeated basis, which humiliates or degrades. "Unwelcome" or "unwanted" means any actions the harasser knows or ought reasonably to know are not desired by the victim of the harassment. Examples include **verbal harassment**, (swearing, derogatory comments, demeaning jokes, slurs, threats, etc.), **physical harassment**, (assault, unnecessary touching, impeding or blocking movement, etc.), and **visual harassment**, (derogatory or demeaning posters, cards, cartoons, publications, graffiti, gestures, etc.).

In addition to the above, sexual harassment is defined as **unwelcome sexual advances, physical touching of a sexual nature, requests for sexual favors, jokes of a sexual nature, etc.**

The following list, although not exhaustive, are examples of behaviors that are inappropriate and unacceptable: telling sexual jokes or the use of slurs or epithets that degrade or demean women/men; use of slang, slurs or labels based on any criteria prohibited under this policy; displaying or distributing printed material of any nature which stereotypes or demeans persons based on any criteria prohibited under this policy; suggestive looks or leering; pats, squeezes, embraces or uninvited and/or deliberate touching or "accidentally" brushing against someone's body; invitations for dates which do not stop when the response is negative; openly discussing personal sexual activity; displaying visuals of sexual content; using terms of endearment: sweetheart, babe, dear,

honey, darling, etc.; whistling, lip-smacking, making animal-type sounds and other similar behavior.

"Unwelcome" behavior is determined by the recipient of the behavior, NOT the alleged perpetrator.

Any volunteer who has a question or concern regarding any type of harassment is encouraged to bring it to the attention of their immediate supervisor, a Director, or the Executive Director in a timely manner. Supervisors aware of harassment or inappropriate behavior must report the incident to the Executive Director.

Any individual found to have harassed another individual will **be subject to discipline, and may be removed from camp and its programs.**

30. SEXUAL ABUSE

Lutherhaven Ministries prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. The organization provides procedures for employees, volunteers, family members, board members, campers and guests, victims of sexual abuse, or others to report sexual abuse, and disciplinary penalties for those who commit such acts. No employee, volunteer, camper, guest or third party, no matter his or her title or position, has the authority to commit or allow sexual abuse.

Lutherhaven Ministries has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member, camper, guest, or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

Sexual abuse is broadly defined and “includes any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. The sexually abusive acts may include; sexual penetration, sexual touching or molestation, sexual injury or non - contact sexual acts such as exposure or voyeurism, and sexual exploitation.”

Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Reporting Procedure

If you are aware of or suspect sexual abuse taking place, you must immediately report it to the Executive Director, another Director, or the President of the Corporation. If the suspected abuse is a child, the suspected abuse should be reported to your local or state Child Protective Services. If you do not know your state child abuse agency you can call the National Child Abuse Hotline, 1-800-422-4453. Appropriate family members should be notified of alleged instances of sexual abuse. The organization should report the alleged sexual abuse incident to the Corporation President, legal counsel, and insurance agent.

Anti-retaliation

Lutherhaven prohibits retaliation made against any employee, volunteer, board member or patient who reports a good faith complaint of sexual abuse or who participates in any

related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Lutherhaven prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Investigation and Follow-up

Lutherhaven will take all allegations of sexual abuse seriously and will promptly, thoroughly, fairly and impartially investigate whether sexual abuse has taken place. The organization will use an outside third party to conduct an investigation and cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. Lutherhaven has the option of placing the accused on a leave of absence during the investigation, and will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

31. HEALTH AND ACCIDENT INSURANCE

Volunteers are responsible to provide their own medical insurance and pay for their own medical bills. Volunteers are covered under the camper insurance plan as the secondary insurance policy. Injuries must be reported immediately to the appropriate director.

32. WORK EXPECTATIONS/TIME OFF

Volunteers will work out the details regarding daily schedule, work expectations, benefits such as meals and housing, and time off with their supervisor prior to their time at camp. This will be included in their Volunteer Covenant.

Volunteers should contact their supervisor if they are unable to report to work as scheduled.

33. VOLUNTEER PERSONNEL RECORDS

The camp is required to keep complete and accurate information on each of its volunteers. Volunteers may review their records upon request. The contents of records are confidential and access to them is limited to those directly involved in the supervision of the individual.

It is important for the camp to have current information about its volunteers. Volunteers should notify the camp of changes in name, address, phone number, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

Volunteer records may contain the following:

- Volunteer Application
- Documentation of Qualifications
- Documentation of Administrative Actions
- Driving Record
- Criminal background checks, immunizations and CPR, life guarding or other certificates, if applicable.

34. COMPLAINT PROCEDURES

Any complaint that may arise relative to volunteering with Lutherhaven Ministries will be handled within the procedure set forth as follows:

Step 1 – Volunteer complaints shall be made to the volunteer’s supervisor. The supervisor shall make every effort to resolve the issue.

Step 2 - If the matter cannot be resolved in Step 1, the volunteer may request a joint conference of the supervisor and volunteer with the Executive Director.

Step 3 - If the complaint is not then resolved, the volunteer may present the case in writing to the Lutherhaven Ministries Executive Committee. Opportunity shall be granted for volunteers to have two representatives of their choice accompany the volunteer(s) to present testimony to the Executive Committee.

35. TERMINATION OF VOLUNTEER SERVICE:

Dismissal of a Volunteer may occur for reasons in the camp’s or volunteer’s best interest. Dismissal will be preceded by a conference with the appropriate Director and/or Executive Director. Dismissal is effective immediately and will require the volunteer to depart from the camp on the same as the dismissal.

General reasons for disciplinary action including dismissal may include, but are not limited to:

- Incompetence or inefficiency in the performance of duties.
- Conviction of a felony criminal offense or a misdemeanor involving moral turpitude.
- Violation of any lawful and reasonable direction made or given by a supervisor.
- Public intoxication or drinking any intoxicating beverages while on duty, addiction to narcotics, or being under the influence of a drug or narcotic while on duty.
- Disgraceful public conduct or language toward the public or a fellow member, or abusive public criticism of supervisors or the ministry.
- Unauthorized absence or abuse of leave privileges.
- Incapacity to properly perform duties because of a permanent or chronic physical or mental defect.
- Falsification of records or use of position for personal advantage.
- Loss of a driver's license and driving privileges by due process of law when the volunteer’s position makes the operation of a motor vehicle necessary in the performance of duties.
- Violation of any camp policy.

36. VOLUNTEER ASSIGNMENTS

Volunteers are assigned based upon the camp's needs. Assignments may be changed at any time during the camp season. Every effort will be made to honor a volunteer's preference in job activities in accordance with their God-given gifts, abilities, and passions.

APPENDIX A
LUTHERHAVEN MINISTRIES
VOLUNTEER STATEMENT OF ACKNOWLEDGEMENT

I have received a copy of the Volunteer Policies and have read or had them read to me carefully. I further understand all matters set forth in the Volunteer Policies and agree to abide by and adhere to them during my service to Lutherhaven Ministries. I further understand that any provision of the Volunteer Policies may be amended, revised, or eliminated at any time by the Camp.

I understand that my service to the Camp is not for a specified length of time. Rather, I understand and agree that my service is terminable at will so that both the Camp and I remain free to choose to end our volunteer relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in the Lutherhaven Ministries Volunteer Policies in any way creates an express or implied contract of employment between Lutherhaven Ministries on the one part and me on the other part.

Volunteer's Name (Please Print) _____

Volunteer's Signature _____

Date _____

APPENDIX B
LUTHERHAVEN MINISTRIES VOLUNTARY DISCLOSURE STATEMENT

Name _____ Birth Date _____
Last First MI D/M/YR

Home Address _____
Street City State Zip

SS # _____ Other names by which known (e.g. maiden name) _____

Home Phone _____ Business phone (if applicable) _____

School or College _____

Address _____
City State Zip

Drivers License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last 5 years (include college and home residences):

City _____	State _____	Years _____
City _____	State _____	Years _____
City _____	State _____	Years _____
City _____	State _____	Years _____
City _____	State _____	Years _____

2. Have you ever been arrested or charged with a crime? (This includes charges that have been dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.)
 Yes No

3. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes No

If yes, please explain (Use a separate sheet if necessary)

4. Have you ever been convicted of any crime including, but not limited to, those listed below and or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain: (Use a separate sheet if necessary)

5. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes please explain: (Use a separate sheet if necessary.)

6. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes please explain: (Use a separate sheet if necessary.)

7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes please explain: (Use a separate sheet if necessary.)

I understand that:

1. Lutherhaven Ministries may deny employment or volunteer opportunities to any person who answers any of questions numbered 2-5 above in the affirmative.
2. In applying for a camp position with Lutherhaven Ministries the information which I have furnished on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
3. Lutherhaven Ministries may terminate employment or volunteer service of any person:
 - a. found to have a history of complaints of abuse of a minor and/or
 - b. found to have resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
4. This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____