



Camp Nicolet, Inc. Staff Handbook & Personnel Policies Version 3.19.25

Camp Nicolet for Girls: What Are We All About?

“Learning to Live Together” is the camp motto, and our guiding principle for all campers & Staff. Since 1944, our goal is to provide a quality summer camp experience during which everyone can learn to work, play, and live together safely and in harmony.

Our mission is **“Provide an opportunity for young women to learn lifetime skills, independence, and confidence in a safe, healthy, and supportive environment.”** Everything we do at camp, and the hints, tips, guidelines, and policies hereafter in this handbook are rooted in this mission. If you ever question something you’re doing, or what you see someone else doing, ask yourself: **“does this further our mission?”** Or, **“Does this align with the camp motto?”** Many questions and uncertainties may be answered in this way.

We believe that appreciation, tolerance, acceptance, respect, and understanding for other people, for the differences among individuals, and for our natural environment go a long way in building a foundation for a rewarding & safe summer that results in memories, values, and friendships lasting a lifetime.

A Person-Focused Experience

Believe it or not, you have a great deal of influence over how a camper (and other Staff) feels about herself and how she feels about being at camp. Your day-to-day involvement with a camper affects what her attitude is and how she responds to the camp experience.

A goal of the Administrative Staff is to see that each camper is enjoying the “time of her life” throughout the summer, and that she really feels good about herself and her accomplishments (regardless of how big or small), that she is kept safe (both emotionally and physically) at all times, and that she safely returns home more mature, more capable, and more confident than when she left for camp. Each and every Staff member has a role in bringing out the best in each camper - and in each other, as well.

Just like we work hard to ensure every camper is happy and healthy, we are dedicated to creating a Staff work environment that leads to healthy, happy, fulfilled people. We understand those who feel overly stressed will find it hard to give it their best each day. Here are some tips for taking care of yourself and your campers:

- Put the safety, security, and well-being of campers and co-workers first, always
- Carefully read through and adhere to all camp policies in this **Staff Handbook** (PDF - provided at time of hire) and the **Staff Planner** (distributed during Staff Training). Refresh your memory by re-reading the Staff Planner and this Handbook during the summer.
- Do your best to engage fully in all training and de-brief activities. Be proactive by asking questions when any training, policy, or program details are unclear to you.
- Take care of yourself by resting and relaxing when you have designated time off.

- If you feel uncomfortable or uncertain in any situation at camp, speak up and seek support from your supervisor or the Administrative Staff. You'll hear the Camp Director refer to this as "Self Advocacy" throughout the summer. This is a take-away of the employment experience.
- The Administrative Staff is here to support you, and we care about each of you as an important and unique individual with important needs and concerns, who are all contributing together to a formative and valuable experience for campers.

Generally, some "Nicolet No-Nos"

We like to keep things positive, so throughout this Handbook we've tried to state things as helpfully and positively as possible. We do expect all Staff to behave in a professional, gracious, collegial manner at all times. For example, swearing is a "Nicolet No-No," as is crude or rude language or behavior towards others. Staff using phones in front of campers is a "Nicolet No-No," because of the tech-free environment we work hard to create for the kids. As you read through the following policies, you'll gain a sense of what's appropriate in the summer camp setting, and what is not. And remember, you can always come back to the **Mission** and **Motto**, and ask yourself, ***"Is what I'm doing furthering the mission this summer?"*** Again, this "test" will almost always help you arrive at a valuable answer.

We value each Staff member and consider a mid-summer firing a real disaster! But a sudden firing does happen occasionally at Camp Nicolet, as in all jobs & work environments. The bottom line is that any action which puts a camper in harm's way could potentially lead to immediate dismissal. Additionally, any action or behavior that can be construed as "abusive or inappropriate" (including but not limited to physical, sexual, mental, emotional, or verbal abuse) is grounds for immediate disciplinary action, employment termination, and possibly legal action against you.

If you observe that another Staff member is in the midst of an action or decision that might put campers at risk, ***speak up immediately and forcefully***. Call for help if necessary. If you are present when someone else puts a camper at risk, and you do not speak up, you yourself share liability for the situation. This is very important to remember: ***"If you see something, say something"*** to an Administrative Staff member right away.

What To Wear, Or Not To Wear

Generally, dress at camp is casual, comfortable, and informal. Staff are expected to dress in a neat, clean fashion, and in a manner that's appropriate for the activity they are involved with or the job being performed. Clothing that suggests anything inappropriate is not permitted, and Staff are asked to change into something more appropriate for a youth-oriented environment.

We ask Staff to cover or refrain from excessive tattoos, radically dyed hair, and pierced body parts (other than ears) during camp. We respect an individual's right to self-expression, but believe camp is not the place to exercise or demonstrate this right in an extreme manner. Campers often model the appearance and behavior of favorite Staff. If campers go home after camp and pursue piercings or tattoos in an attempt to imitate this Staff member, parents may take issue with Camp Nicolet. We ask you honor the more natural appearance that the majority of our families are more comfortable with, for young women ages 7 through 17.

The Staff Uniform, worn on special days and as assigned (not daily), consists of a green Staff Polo shirt, khaki (tan or beige) shorts or pants, white socks, and white sneakers or tennis shoes. Camp provides the polo shirts at no charge, while the shorts, socks, and sneakers are your responsibility to bring to camp.

Technology (Phone) Policy For Staff

Camp Nicolet is a fully tech-free environment for campers. The purpose of this is to provide a stress-free break from social media and other technological distractions, and to foster an environment where campers strengthen their social skills and connect in person.

Staff foster this environment **by keeping personal phones out of sight and out of earshot of campers at all times**. You may have your phone with you, but please keep it muted and don't use it while campers are present. Employees in repeated violation of this straightforward policy are asked to check their phone in and out with the Administrative Staff in the Camp Office.

Camp Nicolet Emergency Procedures

Important Phone Numbers

Emergency: 911

Office: 715-545-2522

Georgi Starz: 715-617-2522 (cell)

Jeremy Starz: 608-469-3091(cell)

In camp: emergencies are signaled by the main camp bell being rung 10 or more times. One staff member reports to the bell for instructions.

Major Injuries and Accidents

On camp property:

1. Call 911, as needed
2. Care for the victim
3. Care for other campers
4. Collect Facts – who, what, when, where, why, how
5. Prepare an incident report

Away from camp property:

1. Call 911, as needed
2. Call the camp office
3. Get the name, badge number, and jurisdiction of the officer taking the report, as well as the report number
4. Do not talk with the media or release the names of anyone involved
5. Collect facts – who, what, when, where, why, how
6. Prepare an incident report

Tornado Procedure

1. Staff are alerted if a WARNING has been issued.
2. Everyone on-site is shuttled to Georgi and Jeremy's basements or the Chickadee crawl space.

Lightning and Bad Weather

1. Go to nearest shelter or camp building at first sign of lightning.
2. If you are in the water, remove all campers and staff from the area immediately at first sign of danger (dark or threatening clouds).
3. If you are away from the camp shoreline, land at the nearest shore and find shelter away from metal boats and large trees. If you have time, secure your boat to the shore.
4. Wait 10 minutes after the last sound of thunder before returning to your craft and heading back to camp.

Emergency Procedure for Fire

On camp property:

1. Remain calm and keep your campers calm – do not panic!
2. Keep campers in a group away from the location of the fire
3. Do a head count to make sure you have everyone

In your cabin:

1. Have a pre-determined place to meet
2. Leave everything behind and get out immediately
3. Do a final sweep to make sure no camper has been left behind
4. Do a head count to make sure you have everyone

If you discover a fire:

1. Use the fire extinguisher to put it out, if possible
2. Yell for help and send someone to the bell the ring it 10 or more times
3. Send someone else to the office, Georgi's house, or Jeremy's house to call the fire department (**DIAL 911**)
4. Always report a fire, regardless of its size

Lost, Missing, or Runaway Persons

1. Notify director immediately
2. Start water search procedure immediately
3. Check all areas
4. Director will instruct on all other search procedures

Waterfront Emergency Procedures

1. Staff member blows their whistle 10 times with short whistle blasts
2. Initial rescuer enters the water using an appropriate entry and performs the rescue per their training
3. ONLY certified lifeguards are to enter the water to perform a rescue

4. Other available lifeguards assist, as needed
5. Staff immediately remove campers and Staff from the water and gather on the beach for an immediate head count and crosscheck with the buddy board
6. One Staff member radios, calls, or goes to retrieve the nurse
7. If the accident is a drowning or spinal injury, 911 is called immediately
8. One Staff member goes to retrieve the backboard and first aid kit and brings it to the shallow water to attend to the victim
9. Staff members not assisting with the victim supervise the other campers, keeping them calm and out of the way
10. Initial rescuer is in charge of the rescue until the nurse arrives, or if a spinal accident the person at the head of the victim is in charge until after the victim has been secured to the backboard and can be moved out of the water
11. If the victim needs to be transported to the hospital in Eagle River, this can be done either by ambulance or using a camp vehicle
12. Resume regular activities when cleared to do so

Camp Nicolet Personnel Policies

It is Camp Nicolet's Policy to provide for Equal Employment Opportunities. In the United States, employment decisions are made without regard to protected characteristics; including race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, or genetic information. Our commitment to these principles ensures that all employment practices, including hiring, promotion, and compensation, are based solely on merit and qualifications, in strict adherence to federal, state, and local laws. Please note that our job descriptions are only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties.

The camp counselor and camp Staff person are the primary instruments through which the objectives, goals, and philosophy of Camp Nicolet are transmitted to the camper. All Staff are expected to be aware of the following personnel policies:

1. Camper Welfare - the first responsibility of each and every Staff member is the health and welfare of campers. Each Staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual conduct between Staff and campers is inappropriate and is grounds for immediate dismissal. Caution should be taken to ensure that a Staff member is never alone with a camper (outside of the view of other Staff members). This is for the protection of the camper and the Staff member, as well as the camp.

2. Personal Conduct - all Staff are expected to conduct themselves in a professional manner that is consistent with the philosophies of Camp Nicolet. Any action that could be construed as abusive or inappropriate behavior (physical, sexual, mental, emotional, verbal abuse), will be grounds for immediate disciplinary action, employment termination, and/or legal action. Male

staff members are not allowed in female cabins and female campers and Staff members are not allowed in male cabins.

3. Relationships - open displays of affection in regard to personal relationships and/or discussion of Staff relationships in the presence of campers is not allowed and can be misconstrued as sexual harassment. Please keep all personal relationships a private matter. Relationships between campers (CITs are campers) and Staff are strictly prohibited and result in immediate termination of your employment at Camp Nicolet.

4. Body Piercing and Body Art - body piercing and body art are allowed, but must be covered if deemed inappropriate or offensive. This determination is at the discretion of the Camp Director and/or Camp Owners.

5. Alcohol, Marijuana, Drugs - no Staff member may consume, use or possess alcoholic beverages, marijuana, illegal drugs, firearms, or fireworks on camp property at any time or when representing camp during any out of camp activity. Further, no Staff member shall return to camp intoxicated or under the influence of any illegal drugs. Violation of this policy results in immediate termination of employment with Camp Nicolet. Please note; the legal drinking age is 21 years old in the state of Wisconsin.

6. Smoking - Smoking (cigarettes only) is permitted on the back porch of the Staff Room. This is the only designated smoking area in camp. While it remains open throughout the day, Staff may not leave campers alone to have a cigarette. Smoking in cabins, in camp vehicles, and in the presence of campers is not allowed. As camp is located in the midst of a National Forest, miles from the nearest fire department, always be aware of the dangers of fire. Dispose of cigarette butts in proper receptacles and please exercise extreme caution when extinguishing cigarettes and emptying ash buckets.

7. Firearms and Fireworks – Staff members are prohibited from bringing either of these items on camp property and violation of this policy results in immediate termination of employment with Camp Nicolet.

8. Facilities - All Staff are responsible for the care of camp buildings and equipment. Camp vehicles and camp animals are not available for personal use without the prior approval of the Camp Director. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones and computers are for camp business only. During your time at camp, you are asked to help keep all public spaces in excellent condition. This may entail painting, moving wood, cleaning cabins or bathrooms, or other similar projects. Camp Nicolet is our collective summer home; please take pride in keeping it clean and presentable.

9. Insurance - Worker's Compensation Insurance is carried by the camp on each employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illnesses. General Liability Insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent or careless in carrying out those responsibilities.

10. Pay Periods - Salaries are calculated based on a daily rate; since it is impossible to clock actual work hours of most Staff in the camp setting. Camp will issue pay checks electronically (Direct Deposit) on the first and fifteenth of each month during Work Agreement periods.

11. Time Off - time-off periods are scheduled as regularly as possible but necessarily at the convenience of the camp program. Staff can normally expect one 24-hour period each week

free of duties. When not scheduled for Patrol, nights off are also available to Staff from the time campers go to bed (9:30 or 10pm) until Midnight. Staff leaving camp must check back in with the Administrator on Duty when returning from an evening off.

12. Leave of Absence - a leave of absence is granted in cases of illness or emergency situations. Absence due to job interviews or weddings is granted if the request is made prior to the start of Staff Training. A Staff member relinquishes their day off during the week in which leave is taken. When the Leave of Absence exceeds two days, salary is pro-rated accordingly.

13. Community Relations - Staff are asked to be sensitive to the people in the communities near camp. Each Staff member represents Camp Nicolet in his or her dealings with members of local communities, as well as through behavior off camp grounds.

14. Tips/Gratuities - Staff members are asked not to accept any tips or gratuities from parents or relatives of campers. To accept a gratuity is to weaken the relationship between a Staff member and camp families. Every effort is made to treat each camper fairly without special favors and accepting tips compromises the integrity of the counselor and camp.

15. Health Services - a Registered Nurse (RN or LPN) is on duty at camp and Staff members have access to their services as needed. The cost of prescriptions, medical exams, or hospital visits is covered under one's personal insurance unless the injury/illness is work-related.

16. Evaluation - in an effort to help a Staff member perform his or her duties at an optimum level, each Staff member is evaluated on a regular basis. The Camp Director indicates frequency of supervisory conferences, and at the conclusion of each conference, shares a written evaluation with the employee. The employee and supervisor will both sign the evaluation and it is filed in the employee's digital personnel file. One does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day concerns of the employees they supervise.

17. Privacy Search - Camp Nicolet reserves the right to search a Staff member's personal property on the camp premises when investigating a theft, upon reasonable suspicion of illegal drugs, when the safety of the camp, campers, volunteers or other Staff members is compromised, and for other reasons deemed appropriate. If possible, the search is conducted in the presence of the Staff member. A camp Staff member's refusal to allow such a search may result in disciplinary action, which could include immediate termination of employment.

18. Disciplinary Action - all matters of disciplinary action are managed directly by the Camp Director. In such cases, the individual(s) involved are given the opportunity for a fair and open evaluation of the facts pertaining to the situation. In some instances, the Counselor's Council will assist in making a final decision.

19. Counselors' Council - the purpose of the Council is to serve as a governing body for matters related to policies, procedures, disciplinary actions, and any other areas pertaining to staff. The Counselors' Council serves to represent staff. The **Administrative Staff** and any Staff member of **4 years or more** is automatically appointed to the council. The Camp Director, Director Emeritus, and Advisor Emeritus oversee the Council.

20. Termination of Employment - The Work Agreement, signed by every Staff member states: *"The Camp and the Employee (collectively, the "Parties") agree that Employee's employment with the Camp will be **"at-will" employment** and may be terminated at any time with or*

without cause or notice. Employee understands and agrees that neither Employee's job performance nor promotions, commendations, bonuses, or the like, if any, from the Camp give rise to or in any way serve as the basis for modification, amendment, or extension, by implication or otherwise, of Employee's employment with the Camp. Employee acknowledges that no representative of the Camp, or anyone else, has the authority to alter the at-will nature of Employee's employment at the Camp."

Further, the Agreement states: "[The] Employee understands and agrees that any misrepresentation or misconduct by the Employee may result in discipline up to and including termination of employment. The Employee understands and agrees to comply with the general rules, regulations, and policies of the Camp, which the Camp may revise, change, and/or eliminate, in whole or in part from time to time at its sole discretion with or without notice. In the event Employee's employment is terminated prior to the end of the period referenced above, Employee will only be compensated for hours worked prior to such termination."

Final decisions pertaining to dismissal of Staff are made by the Camp Director and/or Camp Owners.

21. Involuntary Termination – Camp Nicolet will terminate a Staff member's employment only after having first considered and documented relevant factors. Reasons for the camp to terminate employment may fall into one of the following categories:

- Unsatisfactory work performance
- Failure to satisfy the conditions of employment
- Excessive absences or tardiness
- Cause: i.e. violation of policy, insubordination
- Onset of illness or health condition requiring professional medical assistance (beyond the scope of camp's care)
- Reduction of staff necessitated by factors such as budget considerations, revision of work or reorganization

Depending on the severity of the act, progressive discipline is attempted whenever possible.

Certain types of misconduct, however, may be so serious as to subject an employee to an **immediate dismissal without prior notice**. Examples of such misconduct include, but are not limited to:

- Discrimination against anyone associated with camp because of race, color, age, creed, gender, handicap, sexual orientation, or national origin
- Inappropriate or sexual relationship with campers
- Willful damage to camp property or the personal property of other staff members or campers
- Threatening, intimidating or coercing other camp personnel or campers
- Insubordination or refusal to perform assigned duties
- Possession of illegal drugs or intoxicants at any time on camp premises
- Smoking in the presence of campers
- Being under the influence of illegal drugs or intoxicants at any time on camp premises
- Theft, pilfering, fraud, or other forms of dishonesty
- Gross negligence of duty
- Excessive absenteeism
- Habitual lateness
- Disorderly conduct or fighting on camp premises
- Malicious gossip or derogatory attacks concerning anyone associated with camp or

otherwise

- Falsifying camp records, including false recording of time worked (timecard fraud)

22. Personnel Records - Staff have the right to review information contained in their personnel files. Any person wishing to review his/her employment records will file a written request with the Camp Director. A mutually convenient time is arranged for reviewing the files. Personnel records may not be removed from the records area in which they are maintained.

Camp Nicolet General Policies & Procedures

General Office Policies

- Bare feet and wet bathing suits are not allowed in the office. Please wear shoes and appropriate clothing.
- The Administrative offices (inner offices) are off-limits to campers and Staff unless given permission to enter. This reduces traffic and noise which is greatly appreciated when on the phone or conducting business.
- Office equipment (copy machine, computers) is used with permission from the Office Manager, Program Director, or Camp Director.
- Only designated Staff may answer the phone.

Mail at Camp

Mail call is always popular! If you anticipate receiving mail, please note camp's address to provide to your family and friends. Staff are not allowed to get their mail before campers, even if it is available. Mail call is typically at Rest Hour.

Mailing Address (letters):

Your Name
Camp Nicolet, Inc.
P.O. Box 1359
Eagle River, WI 54521 USA

Shipping Address via UPS or FedEx (packages):

Your Name
Camp Nicolet, Inc.
16040 Camp Nicolet Lane
Eagle River, WI 54521
715-545-2522

Canteen (Camp Store)

Canteen is open to Staff during Canteen hours. Canteen is stocked with stamps, clothing, candy, soda, and an assortment of other items. Purchases are charged to your Canteen account and deducted from your final paycheck at the end of the summer. Food and drink should be consumed in the Canteen or Staff Room during free time only.

Chewing Gum

As campers are not allowed to chew gum in camp, staff may not either. Gum may be chewed in the Staff Room.

Food and Beverages

Food and beverages are not allowed to be consumed (unless in the Dining Hall, Canteen, or Staff Room) in the presence of campers. If you want to take a beverage (coffee, liquid IV, etc.) to an activity area, please be discreet and use a water bottle. Please don't remove coffee mugs or other service items from the Dining Hall (we'll run out during mealtime). We strongly encourage the ongoing consumption of water for both campers and Staff, particularly on hot days. Bring your water bottle everywhere, keep it filled, and stay hydrated!

Food and beverages are to be kept in the Staff Room and not in your cabin. The presence of "little critters" such as mice, squirrels or other animals is possible should food be kept in your cabins. We recommend the purchasing of plastic Tupperware bins to store food in the Staff Room.

Staff Room

The Staff Room, located in Forest Lodge, provides an atmosphere of rest and relaxation for all Staff during free time. Campers (with the exception of CITs) are NOT allowed in the Staff Room for any reason. The Staff Room is equipped with a TV, DVD player, refrigerator, sink, board games, and books for use throughout the summer. It is your responsibility to keep the Staff Room clean. Please dispose of pop cans in appropriate recycling bins and turn off the lights before you leave. If you would like to keep dry goods in the cabinets, please put them in plastic Tupperware bins to ensure critters can't help themselves. The Staff Room closes at 12:00 midnight. Failure to care for this space results in the Staff Room being closed.

Internet Policies for Staff

- Staff members may not post pictures of other Staff members online or on social media without obtaining written permission.
- The use of the copyrighted Camp Nicolet name or logo is not allowed.
- The use of the camp name or logo to create any unofficial social media sites is prohibited.
- Staff agree to not use social media sites and other means of technology to communicate with campers during the off-season. Staff may communicate with campers **via parents or guardians** only.
- Staff are never allowed to possess, share, modify, or post photos of campers.
- Staff may not share their personal email address, cell phone number, social media pages, or any other internet sites with any camper.
- If you receive any Internet communication from a camper, you should notify camp, which will assist you in notifying the camper's parents.

- If you become aware of any cyber-bullying, it is your responsibility to contact the Camp Director immediately, who will assist you in notifying parents of the camper involved.
- Camp Nicolet welcomes the submission of any photos you'd like to share of camp (campers, Staff, activities, trips). If you have photos you would like to have posted on the Camp Nicolet website or social media pages, please provide them to Georgi Starz, Director Emeritus & Social Media Coordinator.

The purpose of the above policies is to limit liability to employees and to the camp organization. Your assistance and cooperation following these policies is greatly appreciated.

Laundry

You have the option of sending your laundry to be cleaned at a professional laundromat in Eagle River with the rest of camp on specified days each week. As an alternative, there are limited facilities on property for you to do your own laundry. You will need to purchase your own laundry products (detergent, etc.). Please use only your own supplies.

Automobiles

Upon arrival to camp, and after you are unpacked, please take your vehicle to the Parking Lot. For the safety of campers and Staff alike, vehicles are not to be driven in camp unless you are loading or unloading your vehicle, with the exception of vehicles used to transport campers (camp vans) or on official camp business.

Personal vehicles are not to be parked in camp at any time unless given permission by the Camp Director and/or Camp Owners. The maximum speed when driving through camp is 10 mph. Please exercise extreme caution when driving through camp and always watch for campers.

Campers may not be given rides through camp in staff or camp vehicles.

Leaving the Site

You may not leave the camp property (the site) during your time on duty, under any circumstances, unless given permission or directed to do so by the Camp Director. Leaving the site without permission is classified as insubordination and may lead to termination of employment. Leaving the site means potentially leaving campers unsupervised when we're counting on you.

Purchasing

Only designated Staff will make purchases on camp accounts or business credit cards, and only with authorization from the Camp Director and/or Camp Owners.

If you need something camp-related, Purchase Orders are available in the Camp Office. If you need materials for your area or a special event, please complete the PO at least a week ahead of time for approval. Unauthorized purchases will not be reimbursed. With prior approval, reimbursements can be submitted; all reimbursements require itemized receipts, or said reimbursements are not honored.

Visitors

We welcome guests of employees to Camp Nicolet, but please limit visits to your days off and free time. Please notify the Office Manager when you plan to have guests. Daytime visitors will meet you in the Camp Office where they receive and wear a name tag (required).

If you are expecting an evening date, have them meet you in the Parking Lot. In cases of dates, prior notification to the Office Manager is not necessary – letting someone know where you're going and who you're going with is good common sense.

In respect of privacy of campers and Staff, dates are not to accompany you beyond the Parking Lot upon your return to camp in the evening.

Alumni

We thoroughly enjoy visiting with alumni throughout the summer. Many former campers and Staff members love to visit to recall their summers at Nicolet and to visit with current campers and Staff.

Many join us for campfires, vespers, or other camp events they wish to observe. Alumni, while welcome in camp, are not allowed to utilize any camp equipment (such as taking out a canoe) or participate in any camp activity without express written consent from the Camp Director. Additionally alumni or guests are not allowed to stay overnight on camp premises. If alumni or your guests would like to stay in the area, please see the Camp Office for information about local accommodations.

Kitchen

Due to health regulations and for safety reasons, only Cooks and the Kitchen Team are allowed in the kitchen area. This area is off-limits to all other Staff and campers unless you have been given permission from the Kitchen Manager or Camp Director.

With the exception of snacks, no food, dishes, or cups are to be taken from the kitchen or Dining Hall at any time. If you'd like, and if you request at least one day in advance, the Kitchen Team will pack out a picnic lunch or dinner for you, to be eaten out of camp on your day off. If you choose to eat in camp on your day off, you must do so in the Dining Hall, following all regular meal procedures and fully participating in table supervisory duties and conversation.

Meals

Staff Attendance is required at all meals, except in the case of illness or you are on your day off. All meals are eaten buffet-style and campers remain in their seats until released to go through the buffet line. A bell is rung when everyone has gone through the line and seconds are available.

Staff and CITs are responsible for getting drinks, clearing dishes, and wiping down tables during each meal. If you have guests for a meal, please notify the Camp Director. Please notify the Director in advance, so the kitchen may plan accordingly. Guests are charged \$6.00 for breakfast or lunch and \$10.00 for dinner. Guest may pay the Camp Director in advance or, alternatively, guest meals can be charged to your Canteen account (and deducted from final paychecks).

Manners

Manners are a timeless and enduring tradition at Camp Nicolet, and good manners are expected from all campers and Staff throughout camp, especially in the Dining Hall. Reminders are given if poor manners or overly boisterous behavior (shouting, etc.) are observed.

Illness

All staff are required to immediately report any type of personal illness to the Camp Nurse. You are urged not to delay, as prolonging examination could seriously influence your health and that of other Staff and campers.

College Credit

In many instances, Staff earn college credit for summer employment at Camp Nicolet. We are happy to talk with your college advisors, and complete forms or evaluations necessary to assist you - however, it is up to you to make any necessary arrangements.

Abuse Conduct, Sexual Harassment, & IIB Policies

It is the policy of Camp Nicolet to provide all employees with a work environment free from all forms of discrimination, including sexual harassment. It is a policy of the camp to provide an environment that is free from child abuse and that safeguards the health and well-being of all staff and campers.

Abuse Conduct Policy

In accordance with this policy, Camp Nicolet will not condone or tolerate the following:

- Infliction of physically abusive behavior or bodily injury upon campers or Staff
- Infliction of sexually abusive behavior upon campers or Staff
- Physical neglect of a camper including failure to provide adequate safety measures, care, and supervision in relation to camp activities
- Emotional maltreatment of campers including verbal abuse and/or verbal attacks

Sexual Harassment Policy

Based on the guidelines on sexual discrimination issued by the Equal Employment Opportunity Commission, Camp Nicolet endorses the following:

“Sexual harassment is defined as any unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive working environment.”

It is illegal and contrary to the camp policies for any employee, male or female, to sexually harass another employee, volunteer, or camper of the same or opposite gender. This policy applies to all employees and volunteers. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and presents behavior incompatible

with the values, traditions, and purposes of Camp Nicolet. A documented, investigated instance of Sexual Harassment results in termination of employment.

Camp Nicolet maintains an environment that encourages any camp Staff member or volunteer who believes that he/she has been the subject of sexual harassment to report the incident to his/her immediate supervisor or the Camp Director for further investigation.

In accordance with this policy, Camp Nicolet will not condone or tolerate any of the following:

- Any displays of sexual activity or sexual advances among employed Staff, volunteers or campers
- Use of the Camp Nicolet name, related to activities, publications and/or facilities as vehicles for public or private promotion of sexual orientation or practices
- Infliction of sexually abusive behavior upon campers, including but not limited to: sexual touching and bodily contact, exhibitionism, voyeurism, or involvement of campers in pornographic materials
- Downloading and/or viewing of sexually explicit material from the internet or other sources.

Camp Nicolet reserves the right to refuse employment or re-employment and to dismiss or suspend from employment or affiliation with Camp Nicolet any employee or volunteer who, in conducting Camp Nicolet business, violates any of the above policies. In cases involving sexual abuse of a minor, local authorities are notified and legal action may be taken in accordance with local, state, and federal laws.

Inappropriate Intimate Behavior (IIB) Policy

- Camp Nicolet upholds a strong commitment to keeping Inappropriate Intimate Behavior out of the camp environment. Administrative staff will aggressively investigate allegations of IIB and action is quickly taken to dismiss Staff members or volunteers presenting a risk to children.
- Staff and volunteers are required to complete online Abuse Prevention training, before arriving on the property or working with children. This training orients employees to watch for symptoms and “red flags” of abuse, and how to properly report such information.
- Completion of online Abuse Prevention training educates Staff and volunteers on various forms of IIB, as well as orients employees to signs of “grooming behavior.” Any observed instances of aforesaid must be reported to the Camp Director or a member of the Administrative Staff (Associate Director, Program Director, Wellness Coordinator, or Camp Nurse).
- The Camp Director handles investigation of reported Inappropriate Intimate Behavior, and may contact local law enforcement, as Camp Nicolet is a designated **Mandated Reporter** by the State of Wisconsin.
- In addition to previously stated policies, Camp Nicolet’s IIB policy requires that no Staff member or volunteer is to be alone with a child (except medical professionals).

- As part of the hiring process, Camp Nicolet requires a five-year criminal record and sexual abuse background check made prior to arrival at camp. Employment is contingent on the return of a clear background check.
- Reports of Inappropriate Intimate Behavior are shared with AmSkier, Camp Nicolet's insurance company, as well as parents or guardians of campers, and local law enforcement.
- To limit liability to visitors and to the camp, visitors are not to be together with campers in a camper living area unless accompanied by a Staff member.
- Campers are only released to authorized parents, family, guardians, or caretakers on Visitation Days or at the conclusion of a camp session. If a child is being picked up by an unfamiliar parent, guardian, or caretaker, authorization and proper identification are required.

Grievance Procedures

Purpose and Definition

The purpose of the **grievance procedure** is to provide an orderly method of resolving a grievance arising during an individual's term of employment at Camp Nicolet.

A grievance is any difference in interpretation or application of Camp Nicolet's rules and procedures or other terms or conditions of employment as outlined in Camp Nicolet's personnel policies. All employees have equal right to request an impartial review of a grievance, provided the procedures are followed as outlined.

Grievance Procedure Steps

Step 1

Discuss the matter with your direct supervisor. The employee must inform his or her supervisor that the problem under discussion is a **formal grievance**. This action should take place within five days of the event to be investigated. If resolution of the issue is not achieved, proceed to step 2.

Step 2

Within five days of the Step 1 discussion, the employee should present facts in writing to the supervisor of his/her direct supervisor. A meeting involving all parties will be held generally within five days to resolve the grievance. If the problem is not resolved to the employee's satisfaction, proceed to step 3.

Step 3

The employee should present facts in writing within five days to the Camp Director. The direct supervisor will also document his or her discussions regarding the grievance and forward to the Camp Director. The Camp Director will hold a meeting of all involved parties to resolve differences. If the employee is not satisfied with the resolution, proceed to step 4.

Step 4

The employee should request, in writing within five days, a hearing before the Counselors' Council, without the involvement of those Staff who are already involved, but including a

member appointed by the Camp Director who is familiar with the program at Camp Nicolet but not directly involved with the Staff.

The Counselors' Council is appointed at the beginning of the summer and works with the Administrative Staff regarding decisions pertaining to camp. The Counselors' Council may call witnesses and review records. The decisions of the Council are final.

Camp Nicolet, Inc. - Summer 2025 Management Flowchart

Administrative Staff

Jeremy Starz - Owner & Camp Director

Georgianna Schrader Starz - Owner & Director Emeritus

Associate Director - To Be Determined

Kelli Butler - Program Director

Valentina Lechuga Bravo - Wellness Coordinator (Session I)

Melissa Bernal Ramos - Wellness Coordinator (Session II)

Georgette Cunningham, LPN - Camp Nurse

Cliff Mortenson - Advisor Emeritus

Operations Team

Linda Busch - Relief Nurse

Kelly Stolberg - Relief Nurse & Winter Administrative Assistant

Camille "Cami" Diaz - Afternoon Office Manager (Summer)

Kitchen Manager - To Be Determined

John Cunningham - Driver & Facilities Support

Sofia "Sofi" Suberbie - CIT Advisor

Area Directors

Mia Verticchio - Director of Water Skiing & Wakeboarding

Sarah Francis - Director of Horseback Riding

Mary Miller - Director of Arts & Crafts

Eleanor Bush - Director of Sports

Sela Cornell - Director of Drama / Theatre

Smallcraft Director - To Be Determined

Court Sports Director - To Be Determined

Swimming Director - To Be Determined

Northpoint Adventures Director - To Be Determined

If a question or concern arises in an Activity Area, please first consult with the Area Director. Please see an Area Director with any questions or concerns. If a question or concern arises in the cabin / residence life environment, please consult with the Wellness Coordinator or Camp Nurse / Relief Nurse.

If the concern is not resolved, please advance to the next level of management. For example, if a matter is presented to an Area Director, and the concern is not resolved, the next level of Administration is the Program Director (in that instance). If a concern is brought to the Wellness Coordinator and remains unresolved, the next level of management is the Associate Director (in that instance).

Questions and concerns are brought to the Camp Director following the outlined grievance procedure, and may involve the Counselors' Council as previously outlined. However, the Camp Director & Director Emeritus (Camp Owners) retain final say and authority over decisions made and conflict resolution.

Together, we work to serve the best interests and mission of the organization, our campers & camp families, Staff, alumni, and guests. Thank you for contributing positively to the 2025 team!

On A Lighter Note

The Staff Survival Guide

~ Contributed by Current Staff **Mia Verticchio** and Nicolet alumni ~

Chapter 1: The First Day of Camp (Opening Day)

- It's going to be awkward at first for everyone
- Play games like "two truths or a lie," and encourage everyone to share goals for the summer
- Make cabin rules (for respect and good behavior) and set boundaries the first day. Ask campers what rules they want for the Session.
- Even if you think your cabin is too old for rules, they will still be helpful and this is highly recommended.
- Talk about your "Welcome & Introductions" campfire skit while unpacking. Make sure to get the campers involved.

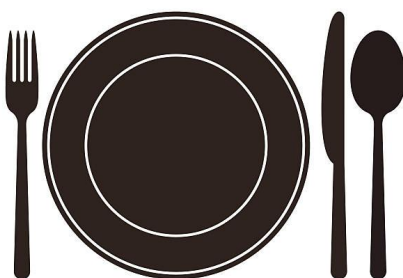
Chapter 2: Morning and Night Routines

- It's important to establish a consistent daily routine with the campers
- **Morning:** make sure to give the campers enough time to get ready. **East End** (younger campers) usually takes longer than **West End** or **Senior** (older campers).
- Give the campers plenty of time the first day, and then you can always adjust the routine to become more efficient.

- **Night:** make sure campers who take medications at night go to Patches with plenty of time before lights out (TAPS), and make sure you know which campers take medications at night (information is shared during Staff Training).
- Encourage the campers to go to bed around the same time every night
- Do a “high-low buffalo” or another summary of the day discussion
- Once campers are ready for bed, you can offer a hug, handshake, or high-five
- Flashlight time is a privilege and should be used for quiet and winding down time

Chapter 3: Waitress and Flag Etiquette

- It’s important to follow the rules of Waitress and Flag
- **Waitress:** you need to wear the camp uniform (campers & Staff) so be sure to have it ready the night before
- Wake up early so you have extra time to get to the Dining Hall (and so you’re not rushed)
- Make sure campers (and your co-Counselor) know how to set a table properly:



- Assign jobs for Waitress: plates, cups, silverware, pitchers, etc.
- **Flag:** figure out which two campers are raising the flag (morning), who is lowering the flag (evening), and who says: “Please join us in the Pledge of Allegiance” (morning) and “Will a representative of [the next cabin on the Flag schedule] receive the flag” (evening).
- Practice flag ahead of time, until you get the hang of it. Explain to the campers what they’re doing, that the flag can’t touch the ground, that it can’t be raised upside down, and to try and not twist the ropes on the flagpole.
- Flag raising and flag lowering are quiet times - there is no talking
- Flag raising and flag lowering require proper attire - no hats or swimsuits

Chapter 4: The Dining Hall

The following list is not exhaustive of Dining Hall procedures, but are more so helpful hints and tips for Staff to remember:

- Staff or a CIT sits in aisle seats at tables
- Campers & Staff are encouraged to socialize - bracelet-making and books are put under chairs on the storage racks
- Proper attire is required in the Dining Hall - no hats, swimsuits, or Horseback Riding clothes
- Campers remain seated during meals, except to get food in the buffet line, or to ask to use the bathroom. Campers must ask an Administrative Staff member (seated at front tables) to use the bathroom, and must take the bathroom pass.

Chapter 5: Saturday Campfire

- Dress crazy!

- Even if you don't know the songs (yet), if you're excited, the kids will be excited
- Make sure that if your cabin was given a skit, that you have that skit practiced and ready for Campfire
- Have a "cabin call" ready for Campfire. A "cabin call" is like when attendance is taken. In the beginning of Campfire, a committee member asks; "Is Little Fawn here?!?" As a cabin, all of Little Fawn responds with _____ (a silly phrase of their choice). We also use "cabin calls" before events like a Talent Show or the Camp Musical.
- Don't be afraid to use the Nicolet Songbook, and encourage the kids to do the same
- Camp songs are not only for Campfires! Sing them in your cabin or while you're walking to cookouts (or on a Northpoint trip... or...)

Chapter 6: Vespers

- Vespers is a more serious, reflective / meditative / philosophical time at camp each Sunday morning, based on a theme for the summer.
- Ask your campers to write their reflections in advance, and then choose one - before Vespers - for a cabin representative to read aloud in front of the camp.
- Campers and Staff are in full uniform
- Line up by cabins in rows of two on the front road by the Council Ring
- Cabins are dismissed row by row at the conclusion of Vespers, and it should be silent the entire time as everyone is dismissed and returns to cabins
- Campers & Staff remain in uniform for Sunday Dinner (aka. Lunch)
- Please refrain from clapping or finger snaps during Vespers
- Unrelated but important to know: dinner on Sunday night is an outdoor BBQ at 6pm - yum!

Chapter 7: Rest Hour

- Rest Hour is for resting
- It needs to be quiet - not necessarily silent, and some campers may rest outside the cabin (although they must be supervised by a Staff member) in hammocks, on the front deck, etc.
- Mail is handed out at Rest Hour every day (except Sunday). Staff will pick it up after Lunch.
- Make sure campers have enough time to get to their 3rd Hour activity - starts at 2:30pm, right after Rest Hour

Chapter 8: Departure Day (Closing Day)

- ***Make sure all of your kids pack all of their stuff.*** Everything which was brought to camp needs to return home from camp. This includes items in Lost & Found in the Boathouse. Please check that bin, and any area-specific Lost & Found bins - for items left behind.
- Every summer, especially in older cabins, campers leave a lot of things behind; some on purpose, and some on accident. It's really important to make sure all belongings get packed up and go home with campers.
- All Staff are responsible for sorting through Lost & Found when a Session concludes, and labeling the items with masking tape and campers' names, and setting items for specific campers in boxes from the kitchen. This helps the Camp Office & Administrative Staff ship items back to families - which is costly and time-consuming.
- It's a lot easier to make sure everything that's brought to camp goes home from camp in camper luggage. Leave No Trace!

~ AND FINALLY ~

Summer goes really fast! Be safe, have fun, ask questions, and enjoy the ride!