

# YMCA CAMP TOCKWOGH CIT PROGRAM 2023



## PROGRAM INFORMATION

### PAPERWORK

- Online registration & Deposit
- Behavior Contract (electronic signature in registration!)
- White Water Rafting Permission Form
- Highway Clean-up Permission Form
- Vaccination Card upload
- Medication Administration Authorization (if taking any medication while at camp)

*Please upload all paperwork and forms into your online CampWise account!*

### CHECK IN

**Long Session 1:** Sunday, June 25<sup>th</sup> 11:30am    **Long Session 2:** Sunday, July 16<sup>th</sup> 11:30am    at the Front Gate!

### CHANGEOVER

CITs are encouraged to go home or to a friend's house for changeover. CITs are permitted to stay at camp (free of charge) and will join the LIT program for the weekend. If a participant is going home with someone other than their own guardian for changeover, their guardian MUST submit written permission to the camp office. Please send to: Krista DeLone – [kdelone@ymcade.org](mailto:kdelone@ymcade.org). Changeover dates are June 30-July 2 for Long Session 1 and July 28-30 for Long Session 2. If leaving for changeover, CITs should checkout at 6pm on Friday and return by 10am on Sunday.

### CHECK OUT

We recommend they leave at 6pm on Friday checkout after their campers have gone. If planning to leave early, please let cam know. CITs can be picked up directly at their cabin!

**Long Session 1:** July 14<sup>th</sup>    **Long Session 2:** August 11<sup>th</sup>

### CARS

CIT's are permitted to drive themselves to and from camp. If doing so, they must leave their cars in the staff parking lot for the duration of their sessions and turn in all keys to the Administration Building. They are not permitted to drive at any point during their sessions. YMCA Camp Tockwogh is not responsible for any damages that may occur when vehicles are parked on camp property.

### CELL PHONES/ELECTRONICS

CIT participants may bring cell phones to camp but may only use them during free time. If used at inappropriate times the phone will be confiscated. We recommend leaving any valuable electronics at home.

### MEDICATIONS

CITs will be self-administering any routine medications taken while at camp and on their CIT trip. All medications must be checked-in with the wellness staff and have a Medication Authorization Form signed by a licensed physician. Medications will be kept in a secure location by staff and distribution will be supervised by a CIT director, wellness assistant, or camp nurse. No medications, including OTC meds, can be kept in their cabin.

### VISITORS

CITs are not permitted to have visitors during participation in these programs. The only exception to this rule is changeover weekends when parents are permitted on camp. If visiting at this time, please let us know prior.

## **LUGGAGE CHECK**

CITs may be subject to a bag search at arrival or after move-in. When packing, please do not bring any contraband (e-cigs, vapes, drugs, alcohol, fireworks, weapons, medications, etc.)

## **CAMP STORE/PURCHASES**

CITs will be able to order from the camp store while at camp. Money may be added to their camp store account prior to arrival or at check-in. CITs will also design and order their own group t-shirts. The cost for this typically ranges from \$25-\$35. Payment can be taken from the camp store account, paid in cash, or charged to the credit card on file.

## **SOCIAL NETWORKING POLICY**

If a CIT is on social media (Facebook, Snapchat, Instagram, TikTok, Twitter, etc.), it is our hope that they will represent themselves in a positive light, and that they will represent the YMCA and Camp Tockwogh positively if they choose to mention their experiences here online. No camper should use the internet to defame, bully or otherwise harass another camper or staff member. CITs should not "friend" campers and staff or communicate online. Posting and/or tagging pictures of other campers/staff without their permission is also not permitted. If it is brought to our attention that your camper is doing these things, we will contact you and expect the inappropriate material be removed. We may deny entry into our programs due to inappropriate social media prior, during, or following camp programming. We highly recommend parents speak with their child about these expectations and help them set the security preferences on their profiles to ensure their online presence is only accessible to their friends and family.

## **LAUNDRY**

CITs do not have access to any laundry facilities during the camp session. If they are staying for changeover, they will have access to the staff laundry room over the changeover weekend.

## **PERSONAL PROPERTY**

The camp is not responsible for any personal property brought to camp by CITs. It is suggested that you label all personal items.

## **DRINKING AND DRUGS**

CITs are not permitted to possess or use any illegal or illicit drugs including but not limited to tobacco products, drugs and alcohol. See LIT/CIT Policy. CITs who violate these rules will be dismissed immediately.

## **RELATIONSHIPS**

Romantic relationships should NOT be the focal point of your LIT/CIT experience. Sexual activity while a participant in this program is prohibited. Public displays of affection in front of staff, campers, or one another are not acceptable (see Code of Conduct). You may not engage in any type of romantic or physical relationship with any campers or staff members. This includes any type of romantic contact – holding hands, kissing, snuggling or sexual activity. Violation of this rule will result in dismissal from the program.

## **APPEARANCE**

LIT/CITs must appear clean, neat and appropriately attired. Appearance should be presentable and conducive to the camp environment and working with children. CITs will be given CIT t-shirts to wear daily between breakfast and dinner. These shirts should not be altered (cut, dyed, etc.) Other attire should not contain inappropriate words or images and should be properly secured to the body.

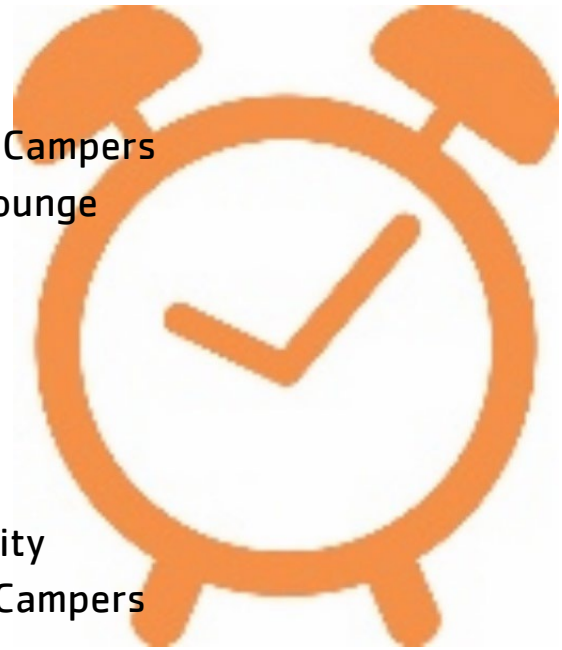
## **MAIL**

CITs can receive mail at camp and will also help sort the mail during the session. Parent/friends can also register for the Bunk1 system to send emails. Any packages/letters can be sent to:

FULL NAME- CIT  
YMCA Camp Tockwogh  
24370 Still Pond Neck Rd  
Worton, MD 21678

# CIT DAILY SCHEDULE

<b>7:30 AM</b>	Wake Up
<b>7:55 AM</b>	Flag
<b>8:00 AM</b>	Breakfast
<b>8:30 AM</b>	Cabin/Village Detail
<b>9:00 AM</b>	Morning Activity with Campers
<b>9:30AM</b>	LEADERSHOP in CIT Lounge
<b>12:30 PM</b>	Lunch
<b>1:00 PM</b>	Rest Hour
<b>2:15 PM</b>	Afternoon activities!
<b>5:25 PM</b>	Flag
<b>5:30 PM</b>	Dinner
<b>6:00 PM</b>	Free Hour or CIT activity
<b>7:00 PM</b>	Evening Activity with Campers
<b>8:00 PM</b>	Shower Hour
<b>9:00PM</b>	Devotions/ Cabin Time
<b>10:00PM</b>	Free Time in CLounge
<b>12:00AM</b>	Back in Cabins/Bedtime



\*10-12s are not every night, your director will let you know if it is a stay-in

\*Leadershop will be all day on the first day

\*CITs will be assisting in running afternoon activities in various areas of camp

\*The 2<sup>nd</sup> week of 3<sup>rd</sup> session, CITs will have Ellis during Leadershop and Activity Time

## WHITEWATER RAFTING TRIP

CITs will go on a 2-day/1-night camping and whitewater rafting trip in Jim Thorpe, PA. CITs will camp one night in Hickory Run State Park. The rafting trip will be led by Pocono Whitewater. Please see attached permission waiver!

### TRIP DATES

Long Session 1: July 11-12

Long Session 2: August 8-9

### IMPORTANT TO BRING FOR TRIP!

- Sleeping bag
- Water shoes, old sneakers, or sandals with a back (i.e. chacos) that can get wet!
- Spending money (optional) for stopping at Wawa (or similar store) for snacks

# CIT PACKING LIST

## Clothing:

- 8-10 Pairs of Shorts
- 5-7 T-Shirts/Tank Tops\*\*\*
- 2 Pairs of Long Pants
- 12-14 Pairs of Undergarments
- 8-10 Pairs of Socks
- 3-4 Pairs of Pajamas
- 2 Sweaters/Sweatshirts
- 1 WATERPROOF Jacket
- 2-5 Swimsuits
- 1-2 Hats
- 1-2 Nice Outfits (for closing dinner)

\*\*\*CITs will be given 5 CIT t-shirts/tanktops to wear each day between breakfast and dinner. You can bring t-shirts to wear in the evening time!

## Footwear:

- 2 Pairs of Sneakers/Tennis Shoes
- 2 Pairs of Flip-Flops/Sandals
- 1 Pair of watershoes, sandals with a back, or old sneaker that can get wet\*

## Toiletries:

- Soap/Body Wash
- Shampoo/Conditioner
- Toothbrush and Toothpaste
- Deodorant
- 1 Hairbrush/Comb
- Bottle of Sunscreen
- Bottle of Insect Repellant

## Linens:

- 1-2 Pillows
- 2 Sets of Sheets and Pillowcases
- 1-2 Blankets
- 1 Sleeping Bag\*
- 2-3 Bath Towels
- 2-3 Beach Towels

## Miscellaneous:

- Flashlight/Headlamp
- Batteries
- Water Bottle
- Day Pack
- Small Fan
- Pens/Pencils
- Sunglasses

## Optional:

- PFD
- Music/Musical Instrument
- Sporting Equipment/Shoes
- Costumes
- Books
- Paper/Envelopes
- Stamps
- Camera
- Snacks (peanut free)

\*Will need for CIT trip

## THING TO LEAVE AT HOME

- Camp Tockwogh is a drug and alcohol-free site. No drugs, including tobacco and e-cigs/vapes, will be allowed on camp property (See Behavior Contract)
- We are also nut-free! Please do not bring any snacks, or have any snacks mailed to you that contain nuts.
- Do not bring any fireworks.
- As it is a child-friendly environment, we ask that you do not bring any weapons or anything that could be considered a weapon.
- Please leave any over-the-counter medications at home unless they are being checked into the Wellness Center. You will not be allowed to have them in your cabins, as this is a safety precaution required by the state.
- We strive to be unplugged at camp, so bring valuable personal electronics at your own discretion!

## LIFEGUARD TRAINING (Long Session 2 Only)

CITs in Long Session 2 only will participate in the Ellis Lifeguard Training Course for a week of their program. CITs may opt out if they so choose by participation is encouraged. Pre-reqs for the course will be completed on the first day and include a 200-yard swim (not timed), brick dive in 10ft deep water, and treading water for 2 minutes without hands. We recommend CITs bring swimsuits that are secure and good for swimming (i.e. one piece/athletic style bikini or well-fitting trunks/board shorts). After the course is complete, CITs will be able to lifeguard at Camp Tockwogh or any aquatic center that accepts Ellis certifications.

## SERVICE WEEKEND

SAVE THE DATE!

**March 31-April 2, 2023**

As part of their program, CITs will be invited to camp for Service Weekend in April 2023. Permission slips and information will be sent out at a later date. This weekend is optional and free of cost!



## COVID-19 INFO

*For Summer 2023, Camp Tockwogh may have COVID-19 policies and procedures in order to keep our program participants safe! The following policies are based off recommendations from the CDC, American Camping Association, and the State of Maryland. The current policies regarding COVID-19 for summer 2023 have not been decided. Information will be sent out at a later date, once we receive approval from our local health department.*

### Vaccinations

With COVID vaccines available to those 16+, we encourage all eligible program participants to be vaccinated. While it is not required for participation, this will ensure another layer of safety in our program. Vaccination cards can be uploaded into CampWise at any time!

### COVID Testing

In the 24 hours prior to arriving at camp, we may require a negative COVID test. Details will be released at a later date.

**More information on our COVID procedures will be released closer to the start of camp.**

# PROGRAM PARTICIPANT BEHAVIOR CONTRACT



Dear LIT/CIT Participant and Parent,

**Possession or use of alcohol, tobacco, drugs, and/or weapons is strictly prohibited at YMCA Camp Tockwogh.**

Participating in the Leadership program at Camp Tockwogh is an honor. It is a program that provides many privileges otherwise not given to camp participants. Additionally, it is a program that comes with increased responsibility. Serving as role-models for the rest of the camp population is a tall order to fill and should be taken very seriously. Nothing can be more detrimental to the camp community than having to ask a participant to leave due to use/possession of alcohol, tobacco, drugs and/or weapons during camp programming. Additionally, it is a terrible way to end your camp legacy.

By signing below, I agree to not participate in the use of any drugs, alcohol, tobacco and/or weapons during YMCA Camp Tockwogh programming. I agree to not bring any of these things to camp with me. I also agree to the LIT/CIT participant luggage search policy:

Upon their arrival at camp, we will inspect the contents of the luggage of our LIT and CIT program participants. Any illegal or inappropriate items (cigarettes, alcohol, drugs, etc.) will be taken by our staff. Beyond that, each camper's situation will be considered and evaluated on a case by case basis and may result in a variety of consequences ranging from a discussion with the Program and/or Executive Director(s) to dismissal from the program. This process will be repeated after changeover between your child's 2 sessions. If, after these searches are conducted, your child is found with any illegal or inappropriate items, they will be immediately dismissed from the program.

**Thank you for your  
electronic signature!**



**MARYLAND STATE HIGHWAY ADMINISTRATION**

**ADOPT-A-HIGHWAY PROGRAM**

**PARTICIPANT’S APPLICATION & AGREEMENT**

I have read and understand the Maryland Department of Transportation (MDOT) - State Highway Administration’s (SHA) Conditions for Participation in the Adopt-A-Highway (AAH) program. I have been provided with the Conditions for Participation, Safety Procedures located within the Group Application. I have read the conditions and procedures and have watched the MD SHA AAH Safety Video either at the Maintenance Shop or on YouTube at: <http://www.youtube.com/watch?v=DOe0eFQYoIQ>.

I understand these Conditions and Safety Procedures and agree to obey and abide by them and any other rule adopted or implemented by the SHA during my participation in the AAH.

Participants between the ages of 12 and 18 years of age will be required, to have an adult or legal guardian to agree to participation and will be fully responsible for the same safety training, and will be accompanied by said adult while working along the state highway at all times.

I am aware of the potentially hazardous nature of the work to be performed. Except to the extent any injury or damage is caused by the negligence of the State of Maryland, its officers, agents or employees, I agree to waive any claim against the State of Maryland with respect to any injury or damage arising out of my participation in the AAH program.

Small businesses and other SHA approved organizations may participate in this program. Businesses recognizing alcohol, smoking products, recreational drugs, and pornographic messages will not be permitted. Advocating, promoting, or advancing a cause such as social issues, group action, activism, political agendas or opinion, or non-family friendly messages will not be permissible under any circumstances. Recognition of tourist related facilities is acceptable.

Name of Program Participant (please print): \_\_\_\_\_

Signature of Program Participant: \_\_\_\_\_

Name of legal Guardian of Consenting Adult \_\_\_\_\_

(If participant is between 12 and 18 years old)

Signature of Legal Guardian or consenting adult: \_\_\_\_\_

Participant’s Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone numbers \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Group Name: \_\_\_\_\_



**MARYLAND STATE HIGHWAY ADMINISTRATION  
ADOPT-A-HIGHWAY PROGRAM**

**SAFETY PROCEDURES**

**All participants must watch the MD State Highway Adopt-A-Highway Safety Video at:  
<http://www.youtube.com/watch?v=DOe0eFOYoIQ>**

**Review this information at all safety training meetings, and prior to each cleaning event.  
*Only those with a signed Participant's Agreement may help participate.***

To protect yourself and others while picking up litter:

**BRING BOTH ROLLUP SIGNS AND TRASH BAGS TO THE SITE. DON'T FORGET.**

1. Park all vehicles clear of the roadway; carpool to the parking area.
2. Wear a safety vest at all times; wear the vest to the work site.
3. Wear proper clothing for the weather and hard soled shoes. Avoid exposure to the sun, poisonous plants, and insect nests; long sleeve shirts and long pants are recommended.
4. Post the roll-up signs before performing any litter removal.
5. Work as a group, facing oncoming traffic at all times.
6. Provide mature supervision for youth with at least one adult at least 18 years old per 5 youth ages 12 to 17 years old. Do not allow anyone under 12 to participate.
7. Provide at least one spotter for all groups for safety and to provide warnings. The spotter is watching for oncoming safety hazards.
8. Only work during daylight hours and favorable weather conditions.
9. Maintain a working group of no more than 12 individuals.
10. Stop work in inclement weather, for all emergency vehicles until they have passed and cleared the area, or in the event of a vehicle accident in your adopted section of highway.
11. Avoid overexertion and stay well hydrated. Have a First Aid kit on site.
12. Do not remove dead animal carcasses or hazardous substances; report them to the Shop RME with your pick-up report. SHA will remove these dangerous items. Illegal items are to be reported to the police and left where they were found.
13. Stay clear of any construction sites and obey public officials.
14. Do not enter the travel portion of the roadway, tunnels, or clean on bridges/overpasses. Use crosswalks when necessary.
15. NEVER participate or allow participation by someone who is under the influence of alcohol, recreational drugs, or new medications.
16. Do not distract motorists with horseplay or abrupt, erratic movements.

**REMEMBER:**

**YOU ARE WORKING IN A DANGEROUS ENVIRONMENT-  
A PUBLIC HIGHWAY**

**After The Group Picks Up Litter**

- REMOVE THE ROLLUP SIGNS AND TAKE THEM WITH YOU. DON'T FORGET.
- Bags must be tied securely to prevent litter from falling out and placed at one of the two recognition signs for SHA to remove.
- The Group Team Leader must notify their designated SHA contact person on the next business day, after litter pick-up is complete.
- Request additional litter bags for the next pick up if you are running low.



# 2023 LIT/CIT YMCA Camp Tockwogh Medication Administration Form

24370 Still Pond Neck Road, Worton, MD 21678 P:410-348-6000 F:410-348-6023

## INSTRUCTIONS TO COMPLETE THIS FORM

- This form must be complete & legible. Please list one medicine per line, and use this same form for additional pages
- This form must be signed by the physician and parent/guardian for any/all medications listed on this form
- Medicine must be in the original container with complete pharmacy/package label which matches this order exactly (this includes topical solutions, birth control, inhalers, EpiPens)
- Medicine must be unexpired and checked into our wellness staff by a responsible adult
- Physician authorized "self-carry" or "self-administer" must be checked in by the parent AND the camper
- Camper must have taken the medication at this dosage prior to attending camp

CAMPER NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

DIAGNOSES: \_\_\_\_\_

**\*\*THIS ENTIRE SECTION NEEDS TO BE COMPLETED IN ORDER FOR THIS FORM TO BE VALID\*\***

**\*\*\*PHYSICIAN AUTHORIZATION FOR THE ABOVE MEDICATIONS FOR THE DURATION OF THE 2022 CAMP SEASON\*\*\***



PHYSICIAN SIGNATURE	TITLE	DATE
_____	_____	_____

PARENTAL CONSENT: I request certified youth camp staff to administer the medications as prescribed. I confirm that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I authorize camp personnel to communicate with the prescriber as allowed by HIPAA. I understand that an adult must pick up the medication or it will be discarded. I verify that the child has at some point taken the medication at this dosage prior to attending camp. And that I have read, verify, and consent to all of the above.



PARENT/GUARDIAN SIGNATURE	PARENT/GUARDIAN EMAIL ADDRESS
_____	_____

## ROUTINE MEDICATIONS (SELF-ADMINISTER): PRESCRIPTION/OVER THE COUNTER MEDICATION TO

MEDICATION    dose    strength    quantity    route    frequency    time    indication    special instructions/known side effects

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Program Participants may "self-administer" routine medications with parent permission along with attestation from a licensed healthcare provided that the child had demonstrated knowledge and ability to safely and correctly take the medication as prescribed. The medication must be a current routine-use medication and must remain at the prescribed dose as printed on the prescription. These medications are not approved for self-carry (unless they are an emergency medication as described in the "self-carry" section) and will be kept in a secure location by staff until the camper is ready to dose. All medications will be self-administered under the supervision of designated camp staff.

Program Participants may "self-carry" medications for emergency use. Parent & physician signatures are required on this document to attest that they routinely carry it and are thoroughly trained regarding storage, symptoms, dosage, and technique of use administration; They understands that the medication must be on their person at all time (NO MEDICATIONS MAY BE LEFT IN THE CABIN) and agrees to notify wellness staff of any use

## SELF-CARRY (SC) EMERGENCY MEDICATIONS: THIS INCLUDES EPINEPHRINE, INHALER, OR INSULIN ONLY

MEDICATION    dose    strength    quantity    route    frequency    time    indication    special instructions/known side effects

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## TO BE GIVEN AS NEEDED (PRN): PRESCRIPTIONS/OVER THE COUNTER MEDICATION- camp provides routine over the counter for pain, rash, GI, allergy- see parent health form for description

MEDICATION    dose    strength    quantity    route    frequency    time    indication    special instructions/known side effects

1. \_\_\_\_\_
2. \_\_\_\_\_