

# ASIT Manual

## Cub Creek Science Camp



*Revised Feb. 2022*

# Welcome to the ASIT Program!

The ASIT Program was designed to give our outstanding teen campers a leadership opportunity at camp. As the name implies, the ASITs (Animal Specialists in Training) are given more time in the animal area learning through hands-on training and skill building. However, the ASIT Program is not solely for those who see a future with animals. It's for any teen campers who want to grow skills in leadership and who want to be a role model for Cub Creek campers. By being an ASIT, they are gaining hours of volunteering and community service along with the experience working with children and animals.

As an ASIT, your focus shifts towards helping make camp special for our campers. You'll be helping us maintain the health and well-being of our animals, assisting in classes/courses, and working with an adopted cabin. Being a leader sometimes means thinking of others first, but an ASIT's "camp experience" is still very important to us! It's our goal that ASITs feel appreciated, valued, and respected. While they may have responsibilities, we still want them to have fun! As you'll read later, there are ways we build unique experiences into ASIT sessions and the "perks" of being in this special group.

As you read this guide, you will notice that ASITs are being held to a higher standard. In order to do that, we expect you live by our code of conduct and follow rules. You were invited to this program because you showed that you were able to hold yourself to the standard that we see for our ASITs! Don't take this opportunity for granted.

First year ASITs, it is our hope that this manual answers the questions you may have about your upcoming role at camp. We do not expect you to know everything when you get to camp! Don't stress about not knowing it all! But take time to understand what you can. We will have Orientation on our first day of camp and several training sessions to help you learn hands-on.

Returning ASITs, read this manual to refamiliarize yourself with the goals and expectations of the Program. Things change from year to year, so be sure to look for possible changes in our procedures, plans, and expectations. Read this manual to get prepped for being an amazing role model for this year's campers and your fellow ASITs.

Cub Creek's goal is to help our campers build self-confidence, problem solving skills, and a desire to care for each other and our planet in a safe, fun, and loving environment. We reach these goals by creating great memories, providing opportunities to develop new skills, modeling love and respect, and creating bonds between campers and animals. As an ASIT, you are an ambassador for our goals! We are looking forward to seeing you shine!

# The ASIT Team

This team is firstly comprised of the ASITs and their dedicated counselors, The ASIT Leaders. Beyond your ASIT Leaders, your team includes: the Animal Specialists and Animal Programs Coordinator; a Village Leader; and camp's Program Director.

## The ASIT Leaders

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Your "counselors" are the ASIT Leaders. We expect them to guide you and be your advocates. They over see your daily scheduling, supervise all of your ASIT tasks, and are available to you for questions or help any time during the day. If you have an issue, you should bring it to them. They attend camp's staff meeting every morning and speak on your behalf to the entirety of the staff. Your ASIT leaders care about you and your experience.

## The Animal Specialists and Animal Programs Coordinator

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The Animal Team is dedicated to helping you learn this summer. They want you to walk away at the end of the session with a stronger skill set and knowledge as it relates to animals. Their goals are to aid you in being a stronger leader, building a stronger work ethic, and preparing you for goals ahead.

## The Village Leader

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ASITs have a Village Leader whose primary goals are assisting you and your ASIT Leaders, creating opportunities for leadership building, and ensuring consistency and accountability in the ASIT Program. This person also is the Village Leader for camp's two eldest camper cabins in the West and South Village with the purpose of helping guide future ASITs.

## The Program Director

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Scott, the Program Director oversees the ASIT Program. With many years of camp and team building experience, he sees the importance and value of ASITs. His role on the team provides support to all members including you! He is available anytime, but he encourages that you seek help/advice from your ASIT Leaders, Village Leader, or from the Animal Team first.

# ASIT Responsibilities

ASITs are important to our camp's operation. Our staff team works closely with ASITs when leading a class or when taking care of campers. Therefore, ASITs should take their responsibilities seriously by arriving on time to assigned locations; completing tasks that are delegated in a timely and efficient manner; and being helpful, resourceful, and engaged when assisting with any project, assignment, class, etc.

## ASIT Daily Schedule

ASITs have a slightly different schedule than the campers and staff at camp. Between assisting classes and cabins, ASIT training, and scheduled breaks, you have many places to be! In this section, you will understand your specific daily duties and how your schedule differs as an ASIT.

**Morning Rounds** All ASITs assist in the animal area each morning. Rounds start promptly at 7 am. You are expected to show up for rounds on time and be prepared to feed and care after camp's animals. Each week, you'll stay assigned to one animal area. This will help you feel comfortable and competent during your rounds. You'll really get to know your animals!

**Supervise Adopted Cabin** After breakfast, you will collect your adopted cabin from the dining hall and head to a specific location in main camp. During this time, you can play games, work on flashcards, practice a skit, etc. This is great cabin bonding time!

**Activity Periods** Each ASIT will be assigned to classes and/or courses each day. In these activities, you are the assistant to the instructor. Assisting in classes is covered later in this manual.

**Supervise Camper Free Time** During this time every ASIT is assigned to locations around camp: Assisting campers with signing out at Ursa's; helping the camp store run smoothly; supervising in the animal area, etc.

ASIT Daily Schedule	
7:00 am	Morning Rounds
8:00 am	Breakfast
9:00 am	Supervise Adopted Cabin
9:30 am	1 <sup>st</sup> Activity Period
10:45 am	2 <sup>nd</sup> Activity Period
12:00 pm	Supervise Free Time
12:45 pm	Animal of the Day
1:15 pm	Lunch/Lunch Meeting
2:00 pm	ASIT Free Time
3:00 pm	3 <sup>rd</sup> Activity Period
4:15 pm	4 <sup>th</sup> Activity Period
5:30 pm	Dinner
6:15 pm	ASIT Training
7:30 pm	Evening Activity
8:30 pm	Adopted Cabin Time
9:15 pm	ASIT Free Time
10:15 pm	Return to Cabins

**Lunch Meeting** While eating lunch, you and your ASIT Leaders will meet in Bears Den to discuss any specifics for that day regarding scheduling, issues, and questions. This is a great time to get clarification on something that will be coming up later in the day or tips on a situation that may have happened earlier.

**ASIT Free Time** You have a couple breaks in the day, but your midday free time is during general camp's Siesta. \*Perks of being an ASIT :) \*

**Activity Periods** 3<sup>rd</sup> and 4<sup>th</sup> period will be like 1<sup>st</sup> and 2<sup>nd</sup> and will be assigned courses/classes, a break, or an ASIT specific task/training.

**Dinner** Like the other meal times, ASITs are able to eat with each other, or they may spend time with their adopted cabins.

**ASIT Training** ASITs will go through specific animal related trainings at least once a week. On these days, ASITs and ASIT Leaders will report to the animal area to meet with the Animal Team. Training can be animal encounters, advanced animal dissections, enrichment, etc. The animal team puts extra care into planning these trainings for you and wish that you have fun while doing these!

**Evening Activity** ASITs should attend all evening activities either as participants in the ASIT group or to participate along with their adopted cabins or the activity.

**Adopted Cabin Time** This time is a valuable asset for you, the campers, and the campers of camp. During this time, you are helping keep the campers entertained ( e.g. reading a book, playing card games, making friendship bracelets) while campers are winding down for the night. This is a great help to counselors and it's wonderful for the campers to be able to spend time with you.

## **How Will You Know How To Do All This?**

You may be thinking, *how am I supposed to know what I am doing when I'm supposed to be doing it?!* **On Saturday** when you first arrive, your ASIT Leaders will cover this manual with you and go into depth about the things most important to know. Many of the things you will be doing you will have never done before! We promise to help guide you along the way! **On the first Sunday** of your session, you will be given special animal training by the Animal Team. They will cover animal etiquette, rules, and inform you on safety practices for the animal area. Rules and animal behavior may have changed over camp's offseason, so it's important to make note of everything that they cover with you. You will also meet with a member of Ropes Course to go over rules and what is expected if you assist there. **And once a week**, the Animal Team prepares ASIT Training. Training can vary from skill building to encounters and training in the animal area. The idea of ASIT training is to give all ASITs the chance to get specialized training and gain useful knowledge. **And every day** you have a meeting at lunch.

# Working in the Animal Area

It is important to us that the animals at camp have as much of an enriching experience during the summer as the participants of our program. The animal area is supervised by our Animal Programs Coordinator, Makayla. She will be involved in all your ASIT animal area training and is the main point of contact for all things that happen in our animal area. Along with the Animal Specialists and the ASIT Leaders, Makayla will make sure that you, the campers, and the staff respect the animals and their enclosures through the duration of the program.

While working in the animal area, it's especially important that you know what the basic rules are and why these are the rules. It definitely takes time to get comfortable telling others what the rules are and making sure they are following them. But you've all been campers before- you know what we all should be doing to ensure the safety of our animals.

## Animal Area Rules

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1. **Don't sneak up on an animal.**
2. **Never chase an animal.**
3. **Never corner an animal.** *Rules 1, 2, and 3 all ensure that we are respecting the space and comfort of our animals. We want to maintain that our animals feel safe in their environment. Because we respect their space and their needs, we will not startle them or unintentionally frighten them by sneaking up on them, chasing them, or cornering them.*
4. **Never feed an animal other than the one you have been instructed to, and always ask before offering new food.** *Our animals all have specialized diets here at camp. As you will learn, there are some animals that for their health cannot have a certain kind of food. For that reason, we do not feed our animals any food rations that have not been researched as safe and approved by our animal team.*
5. **Always use a quiet voice.** *We always want to keep in mind that some animals have sensitive hearing. For snakes, loud sounds can lead to stress! That is true for some of our other animals, too. It's also important to know that some areas have nocturnal animals who may be sleeping while classes are happening.*
6. **Refrain from sudden/startling movements.** *Animals like horses and alpacas can be startled by sudden movements. To keep our campers, ASITs, and staff safe, we should be conscious to not startle animals with sudden movements OR intentionally startle our animals.*
7. **Keep unfamiliar objects away from animals when making enrichment or changing the objects in an animal's enclosure.** *Keep in mind that toys that campers make for our animals should be safe for animals to have. During enrichment, campers should be verifying what an animal can and can't have. Help spot potential risks by making sure enrichment for animals is made from approved materials (items in the enrichment room).*

8. **Don't try to pet or touch any animal that you have not received permission to.** *From session to session, some animals may need to have a break from animal encounters for any reason. The Animal team will always be sure to tell you who is non-contact at the time with whatever details they can share.*
9. **Do not open any cage or enclosure without the permission of an Instructor or Animal Specialist.** *We always want to make sure that animals are being kept safe. By making sure an enclosure is safe to open, you are making sure that no other doors are open, that by opening the door there is no potential threat to those animals (ex. a dog near a door), and that there are no specific instructions that need to be said before entering that enclosure. You are given permission to tell campers if they can open doors or not, but it's important that you are looking out for these concerns for our animals', campers', and your own safety.*
10. **Do not go into any animal area without an Animal Specialist present inside the area with you.** *Campers may not enter any animal areas without Animal Specialists present. You will be trained on what animals are off-contact and who you are able to interact with. This means that ASITs are able to be in the animal area without Animal Specialists present! This is a privilege! If we notice that this privilege is not being respected, it will no longer be available for ASITs.*

## Animal Etiquette

Each animal has a different relationship with humans. Being able to care for the animals at camp is determining, understanding, and respecting the kind of relationship these animals have with their caretakers. This is what we call "Animal Etiquette".

**Determine** which animals you work best with and which respond best to you. Gaining the trust of an animal takes time and patience. You will notice that some animals respond different to females than males, tall people vs short people, and that some people are able to hold and handle animals that many others at camp are not. With patience, you will have your own bonds with some of the animals you have taken care of.

**Understand** that humans are predators. Predatory animals have both eyes in the front of their head. Most of the animals at camp are Prey; Prey animals have their eyes on the sides of their head, giving them a wider field of vision. Instinctually, prey animals are on the lookout for predator animals, us. Keep this in mind when working with the animals by maintaining a low/normal volume when talking, not cornering animals unnecessarily, and avoid making sudden startling movements.

**Respect** our animals by providing them the best care possible. It is our basic standard to provide all our animals with clean food and water and a clean, safe living environment. In addition, our animals need enriching activities including a variety in diet and habitat, toys, and interactions with all the members of camp.

Bearing etiquette and the rules in mind, you can help us ensure the health and safety of the animals at camp while keeping them friendly and trusting of people.

# Morning Rounds

One of the most identifiable perks of being an ASIT is your time in the animal area! We are trusting you with the care of camp's animals-- What an honor! :)

Your morning rounds location will remain consistent for a week to allow you a chance to get comfortable in your specific animal area. If you are with us for two weeks, you will help in another area the next week! Each ASIT will report for morning rounds, every morning at 7 am.

## Training and Prep

When you arrive to camp on Saturday, you will start ASIT Orientation. From camp rules, to ASIT expectations, you will be covering mostly big picture things. Sunday is when you will start training for the animal area. The Animal Team will walk you through the basics of expectations, where to find supplies, special notes of the area, etc. As a group, you and your ASIT Leaders will discuss what areas need assistance in the mornings and how many ASIT are necessary to get the job done. You will be given an opportunity to choose an area, but keep in mind that each area requires a minimum number of people, so you may not be assigned to your first choice area.

## Feeding Animals

All of our animal areas have an Animal Feeding Chart that gives the specific diet of each animal. Since campers adopt animals in the animal area, we may not feed all of the animals in an area in the morning to allow campers to feed their animal. The Animal Specialists and ASIT Leaders will be able to tell you if **there are specific animals who don't need to be fed** when you first start, but as the week progresses you will know these things yourself! In the event that we have bottle babies that can be fed by ASITs, specific instructions should be followed when bottle feeding them. Bottle ratios, feeding times, and all other specifics will be given during animal training or during morning rounds.

## Checking on Animals

Lastly, the point of morning rounds is to feed animals and to also account for **every** animal at camp. The Animal Specialist for each area knows every animal that is under their care and what is considered normal behavior, he or she will share this with you so that you can start picking up on those things, too. After a few days, you should know how many animals to count in a pasture or enclosure, determine if an **animal's** eating habits are normal, or notice if an animal is acting strange.

Please also know that **we don't expect you to understand or know everything when you first start!** The point of this program is for you to **learn**. Please never feel like you cannot ask questions for clarification or understanding! WE know that you are capable and WE trust you. If you do your best, follow instructions, ask for guidance, and have confidence in yourself- **you'll be amazing!**



# Animal Safety

This section outlines what we think everyone who works in the animal area should know regarding keeping yourself and our animals healthy and safe. **Follow and enforce the animal area rules.** That will help you in major ways to keep campers, animals, and yourself safe.

## Contact, Restricted-Contact, and Non-Contact Animals

Most of our animals can be handled and visited without direct, in-enclosure supervision. However, we do have animals that require special supervision or are strictly educational/for viewing only. Failure to comply can lead to the loss of your ASIT position at camp. The safety of you and the animals is our highest priority. The following animals have special restrictions and notes that ALL ASITs must be aware of:

**The following are animals who have special visiting instructions for both campers and yourself.** These animals require supervision from you or a staff when visiting, but you may visit them on your free time without supervision.

**Lemurs.** Indoor lemurs will always have an ASIT present in the enclosure when campers visit them. Campers and ASITs should be sitting on the ground, using quiet voices, and feeding them with an open, flat palm or on their knee. In lemur island, all campers should be seated on a milk crate and using quiet voices. WE DO NOT PET LEMURS. Under no circumstances should you put your hands in a lemur's mouth, reach for its hand, or pet a lemur. Our lemurs are not aggressive or dangerous. We take these precautions to keep them and ourselves safe. You may enter a lemur enclosure without direct supervision, but you need to follow the same above protocols.

**Bush Baby.** Campers are allowed in with the bush baby under supervision only. The instructor or an ASIT must be in with campers while they are visiting her. We do not pet her, but you may handfeed her.

**\*\*Primates are also susceptible to communicable illnesses. If you are feeling unwell (sneezing, sore throat, coughing, etc) PLEASE stay away from the Lemurs and Clover!**

**The following are animals that require a member of the Animal Team or Camp Director present in the enclosure for encounters.** They must be present when campers and ASITs are in the enclosure, therefore you may not enter any of the following animal enclosures alone.

**Lynx.** Jazz is only to be visited with an Animal Specialist or Camp Director. It should also be noted that we mostly restrict males from visiting Jazz as he is partial to females.

**Kinkajous.** The kinkajous may only be visited in their enclosure with Makayla or Lori.

**Sloths.** The sloths may ONLY be visited in their enclosure when Makayla or Lori is present and in the enclosure with you or a camper.

**Red Tail Boas.** Red tail boas may only be handled with the supervision of an Animal Specialist present for both campers and ASITs.

**Camel.** Malachi resides in a pasture at the Barn. Visiting him *inside* his pasture is forbidden even when he is haltered and tied up. He may be pet, fed, and groomed from the outside of his enclosure.

**Groundhog.** Nigel may ONLY be visited in their enclosure when Makayla or Lori is present and in the enclosure with you or a camper.

The following are animals you may **not enter with or touch under no circumstances**. Their visitation is limited to a minimal number of people for specific reasons.

**Palm Civet.** The palm civet is currently a display only animal, meaning Animal Specialists are the only ones allowed in with her.

**Leaf-nosed Bats.** The bats may only be interacted with by the Animal Team or Directors.

## What Happens If an Animal Bites?

While we do not expect animal bites, the reality is that they will happen over the course of the summer. Animals who may feel threatened, frightened, or uncomfortable resort to actions to warn any potential predator. Please note the following precautions regarding bites from our animals:

- *An animal bite that does not break the skin* should be examined by the Animal Specialist in that area. It is not required that the Nurse should see this. But if it makes the camper feel more comfortable, they may be taken to the Nurse.
- *Any bite that breaks the skin* needs to be immediately washed with soap under running water for at least a full minute. Further medical attention will be given by the Animal Specialist in that area and followed up with by the Camp Nurse.

All animal bites will be recorded in the Animal Bite Log. You may not be asked to record the bite yourself, but you should always report the bite to a member of the Animal Team.

# Animal Emergencies

We try our best to keep accidents and incidents down to a minimum, but none the less the occasional emergency may occur. **In the case of an emergency, we ask that you stay calm and find the nearest instructor or Animal Specialist.** It's hard for us to say what to do in case of every possible scenario, but here are a few incidents and what you should do in those cases.

## Severe Animal Injury

In the case that an animal is severely injured, you should reach an Animal Specialist and/or Natalie immediately. They will determine the best course of action. Severe injuries may include broken limbs, bleeding wounds, eye injuries, etc.

*If an animal is badly injured, remove campers from the location after sending for help. Do not try to move the animal unless given specific instructions from Natalie or a camp Director. Moving an animal can possibly cause more injury.*

## Animal Entanglement

Sometimes an animal may get stuck in a fence or caught in a string from enrichment. If you alone cannot carefully untangle them loose, you should contact an Animal Specialist and/or Natalie immediately. It is important that if you need to send someone for an Animal Specialist or Natalie, you should stay to keep an eye on the situation and monitor the animal. It is also good to distract campers with another task so that this isn't distressing for them or the animal.

## Animal Death

Animal deaths at camp are hard, especially for those who take care of them. If we handle them appropriately, we can cause less trauma to ourselves and campers. When an animal dies in the middle of a camp session, we say "it has gone to the vet". We never want a camper to go home with that memory or to feel guilt for something that was not their fault. Even if the rest of their time at camp was wonderful, that one incident could ruin their camp experience.

*If an animal dies in the presence or by the hand of a camper, you should remove the animal from the area into a private location as quickly and quietly as possible and STAY CALM. Natalie should be told immediately to take further actions.*

*If an animal dies, and no campers are present, you should not spread that news. That is for the Animal Team and Directors to disclose or announce however they choose. This will be discussed further in the "confidentiality" section.*

If you ever need to discuss your thoughts or feelings on this matter, please speak to your ASIT Leaders, members of the Animal Team, or/and a Camp Director.

# ASIT Specific Assignments

As you have seen as your time as a camper, ASITs spend a great deal of time assisting around camp! This section aims to outline the major roles of ASITs at Cub Creek.

## Morning Rounds

This was covered in greater detail in the section about working in the Animal Area, but it is important to remember this is an assignment that you get as an ASIT. It's both a responsibility and an advantage that our general campers don't get to do.

## Adopted Cabin

At the beginning of your ASIT session, your ASIT Leaders will assign you to a cabin to assist the counselors and campers in their daily routine. Your duties may take any shape depending on your cabin's age group, but typically, you are there to be positive and helpful role model assisting campers who may be struggling with making friends, educating campers on possible camp activities, and being excited about camp. Keep the following in mind for your cabin assignment:

1. **You are a role model.** This is a crucial time for you to show maturity and responsibility. Campers will follow the kind of behavior you show them. Be sure to be having conversations that are camp appropriate, keep a positive attitude, show kindness, and follow camp rules/conduct.
2. **Avoid gossiping about the campers in your assigned cabins & Confidentiality is important.** Respect our camp family. Do not share disciplinary issues/ things you witness in a cabin with campers or fellow ASITs. And DO NOT share this information or social media. Please respect the privacy of campers. If something happens that is not appropriate, or you think is not right, please share it with the right people: ASIT Leaders, Village Leaders, or Camp Management.
3. **You are not a counselor.** You will not and should not be asked to discipline campers, fill out paperwork, or manage any high pressure or crisis-type situation. Counselors are trained to handle "the serious stuff" and your camp experience should not include crisis interventions, severely homesick campers, or behavioral issues. These are situations that should be brought to counselors, leadership, and/or camp management for handling. **Remember we value you and your camper experience!**

Being assigned to cabins is fun and can be such a memorable experience. Give those campers the opportunity to get to know you and take some time to get to know them as well. Remember that you are an incredible asset- you have camp knowledge and camp spirit. Use that to aid the counselors and guide campers in building a incredible camp session! In all cases, if you need help with being assigned in a cabin, speak to your ASIT Leaders, the Village Leader, or Program Director- they can help you with anything!

# Assisting in Activities

During the activity periods, you will be assigned to areas around camp where assistance is needed.

**In animal activities** you can have a few kind of responsibilities. In classes where campers are interacting with animals, your help is needed to allow campers to visit with animals. You may be stationed in enclosures (e.g. lemurs) to supervise campers or to help the class instructor take animals from/to their enclosures (e.g. small animals). You may also be helpful in helping campers learn about their animals. We wish for campers to be learning while interacting, so the more you know about animals the better!

**In other activities** around camp, your duties will vary. In archery/riflery need you to be an extra set of eyes to help keep all the campers in the activity following the rules and safe. On the Ropes Course, we need people who can help get campers off the zipline and handing crates to crate stackers. In craft activities, you may be needed with larger classes to help campers with the step by step actions they need to take to finish a project.

Most of the locations of camp and activities use ASITs during activity periods, so your schedule can vary daily and your preferences are taken into consideration. If you feel that your class does not need you, let your ASIT Leaders know! We don't want you to feel underutilized. Some evening activities require ASIT assistance. The Special Event Coordinator will instruct you and your ASIT Leaders in advance for all activities that require your assistance in setting up or running. Otherwise, you will be participating in the events yourselves either with your adopted cabin or as the ASIT group!

## Mail

Bunk Notes are printed every morning by the Office Manager. During 2<sup>nd</sup> period ( the scheduled mail time), she will give the bunk notes to an ASIT Leaders who will help you in sorting them to mail bins in the dining hall. Two to three ASITs will be assigned to sorting the bunk notes, care packages, and mail to the proper cabin's cubbies. Respect the privacy of our campers and staff by not peeking at mail or reading Bunk Notes.

# Camper Check In and Check Out

When campers check in, you will be wearing your ASIT camp t-shirt and assigned to a certain location around camp. Your location around camp on check in will be discussed with your ASIT Leaders prior to camper check in on Sunday. You are representing camp when at your location and assisting us provide the best experiences for our incoming camp families, so remember to smile and to help as best as you can :).

## Check In Locations

Check in adjusts slightly based on the needs of each summer and possible changes in the weather. This is a basic list of the possible positions that ASITs are needed at in camp- there may be others that are needed in a session. For your frame of reference, read these positions to have a better understanding of what role you may be doing at a Camper check-in.

**Welcome Pavilion- Greeters** Stationed in front of the Welcome Pavilion, the ASITs at this location are greeting cars. Some ASITs are needed to guide cars and direct traffic, others may be assisting staff with greeting the families in the car/grabbing camper name tags/giving out luggage tags. ASITs in this position should be speedy and able to work in fast-paced environments.

**Welcome Pavilion-Luggage** These ASITs ride along with the Village Leaders to deliver luggage to all of the cabins. On a given weekend, we may need up to 3 ASITs on each trailer to assist with this task. It's important that while doing this job, ASITs are helping maintain our good image by properly handling luggage, not sitting on top of people's belongings, and keeping pillows/bags as clean as they possibly can.

**Llama/Alpaca Pictures** This position is helping out camp photographer by managing the alpaca or llama that is being used for each camper's first photo. Your job is to hand the halter's lead to the campers taking pictures and to give clear instructions to the camper so that the photographer can focus on taking their picture.

**Animal Handlers** ASITs will be stationed throughout camp with animals to greet families and to help guide them to and from the cabins. Animal handlers will have specific instructions based on their particular animal, but their job is to be friendly, helpful, welcoming and introduce/educate families on some of our camp animals.

## Check Out Locations

On the Saturday check-out day, ASITs will do morning rounds in the Animal Area. While campers are touring their families around camp, ASITs are stationed around the animal area to answer questions and to make sure rules are followed. *Campers may not enter any enclosure of an animal alone or with their parents. For example, they may walk to the Back Pastures, but should never enter Pastures 1-5.*

If this is a Saturday when ASITs are leaving, you will stay in the animal area until your parents come to pick you up. If you're staying over into another session, after check-out ends at 11:30 am, you will meet up with your ASIT team to see how you will be spending the Saturday. There will be some business to handle, but it will mostly be relaxing.

# Circle of Life

Without ASITs, Circle of Life (CoL) would be hard to accomplish! We count on you on this night to be ambassadors for the animal team and camp. Here are the basics of how things go for ASITs for Circle of Life.

## Choosing Your Animal.

You and at least one partner will choose an animal from a list made by the Animal Team. Not only should you know facts about this animal, but also how to handle this animal, how campers should hold it, and what container/carrier it should be transported in. There are standard animals that we have for every Circle of Life. It is best that you start learning about all of the possible standard animals now so that when it's time to choose you already know your basics. Here are the animals that are standardly in our Circle of Life

Miniature Horse	Snake (Ball Python)	Fox (Pale Fox)
Wallaby	Sheep/Lamb	Hedgehog
Lizard (Chuckwalla)	Goat/Kid	

For some of these animals, snake for example, we take the same kind of snake- ball python. The animals with specific species are in parenthesis. For Lamb and Goats, the species is unknown since we don't know which kind of bottle babies we may have each summer. Use this while learning about animals to help you find information for general animals and specific species.

## Presenting Your Animal.

To keep things organized while in the cabin, one ASIT will assist with passing around the animal while the other ASIT gives a presentation about the animal.

*Passing the animal:* You will hand the animal to the camper, then they will hand the animal back to you. They shouldn't pass the animal to the person next to them. This is helpful so that we can make sure the animal is properly handled through the cabin. And, it gives you the opportunity to position the animal in each camper's hands as they should be held as that is best for the photographer/counselor taking the picture.

*Speaking about the Animal:* You should be able to fill the entire time in the cabin with information about the animal. You can include facts that you know about your particular animals' history at camp and about information about its species. Be sure to tell the campers where they can find this animal in the animal area.

## Returning Your Animal.

At the end of the activity, ASITs should bring their animals back to the animal area and return them back in the appropriate enclosures. Report anything out of the ordinary to the Animal Team. Things to report may include an animal bite, an animal's strange behavior, or if a camper dropped an animal.

## Expectations on Circle of Life

**All ASITs should know facts and information regarding their animal.** The point of the activity is for campers to learn! Think of the age group you are presenting to: The information that you present for 7 year olds should/can be modified for the 12 year olds. You can simplify or elaborate, based on the age group OR their interest levels. **Be prepared** with enough facts/information to be able to be flexible. Refrain from telling campers information that is false even if it is a joke. Please also avoid information that may be disturbing or upsetting to campers.

**\*\* PRO-TIP: Start to learn your animal facts now!** You can even practice good presentations prior to camp. You have a general idea of which animals we are taking on CoL, so look up interesting and unique facts. Even if you don't get a specific animal, being well-rounded in your information goes a long way when assigned to class/activities and when interacting with your assigned cabin.

**Be ready to be in pictures.** For some, the animal you are presenting is intimidating! If they do not want to hold the animal, you can hold the animal while they touch it. No camper is required to hold an animal on CoL. As you know, we try to take a picture of all campers with each animal. ASITs should be prepared to be in pictures with campers. If a camper does not want to hold the animal, you will hold the animal and take the picture with the camper :)

**Handle/carry your animals as instructed and always with their safety in mind.** When transporting animals to and from the cabins, make sure harness are on tight, lids are snapped, and crate doors are locked. If an animal's safety is in danger due to unruly/rowdy campers, you may have to remove the animal from the cabin to allow counselors to compose the campers. Only in extreme and unlikely cases will you have to leave a cabin before all campers have been able to hold the animal. The same may be true if the animal is having a difficult time. In those cases, you will speak to your ASIT Leader, the Village Leader, or the camp photographers. They all are able to help you with managing, redirecting, or switching an animal.

**ASITs will act professionally and mature at all times.** Remember that you are a representative of camp and the ASIT Program. Take this responsibility of CoL seriously present yourself in a mature, responsible, and professional manner. In the times when a camper may ask a question that seems (or intentionally is) silly, keep in mind that how you respond is important. Refrain from being condescending or annoyed.

**Have fun!** Laugh, joke, and smile! Make Circle of Life how you'd want it to be as a participant! Keep it positive, engaging, and relax!



# ASIT Evaluations

For each of the weeks that you are at camp, you will evaluate your fellow ASITs as well as be evaluated yourself. This is not ever intended to hurt, shame, or discredit anyone and should be handled in such manner by all participants. Evaluations are a way for you to critically think about your own performance while accepting feedback from your peers and supervisors. We want to guide each ASIT in achieving their goals meeting program expectations.

Each evaluation is based off the following:

- **Job Attitude-** Demonstrates a high amount of interest, enthusiasm, and positive intent on the job.
- **Creativity-** Shows creativity in problem solving and interacting with campers.
- **Judgement-** Decisions and actions are professional and appropriate. Acts as a role model and displays sound reasoning.
- **Dependability-** Displays dependability through punctuality, attendance, and ability to follow through with given instructions.
- **Communication-** Communicates with staff, campers, fellow ASITS, and parents in a positive and professional manner. Also, effectively discusses topics with peers appropriately and is able to express thoughts and opinions respectfully.
- **Teaching Ability-** Encourages fellow participants to develop skills and gain new knowledge. Has ability to show others how to develop a new skill or perform a task in a respectful and patient manner without being demeaning, demanding, or diminishing.
- **Language-** Uses camp appropriate language at all times, whether or not campers/staff are present or within ear shot.
- **Volunteering-** Sees where help is needed and volunteers. Is happy to help when requested. Carries share of work load without reminders.
- **Camp Rules-** Respects and upholds camp rules and camp conduct.

*Spoiler alert:* Some of these are same criteria that you were evaluated on when you were first invited to the ASIT Program! Don't let the idea of being "evaluated" scare you. You are capable of shining in all of these areas!

Your ASIT Leaders will sit down with you individually and go over evaluations from your peers anonymously. You may discuss any issues, concerns, or feedback for the program or co-ASITs at this time. Keep in mind that *we always give constructive feedback*. Most times, evaluations are a time to praise improvement and jobs well done! But in a case where we need to give you areas to improve, we expect that you put effort into improving on those areas. Failure to improve, or if we see that you are performing worse, your position as an ASIT the following summer may need to be re-evaluated. (This is covered more in "ASIT Conduct" section.)

# ASIT Privileges

Being an ASIT is a lot of work, but it has its perks, too! Along with field trips, having your phone, and your own lounge, you get to do things around camp that other campers don't get the chance to. This section covers some of the privileges the ASIT program gives you.

## ASIT Days of Rest

Once a week, ASITs are given a time to rest! While we prefer that you catch up on sleep, connect with loved-ones, and take the day slowly, this is also a time for the ASIT group to bond and spend time.

### **½ Rest Day**

On the first week of your session, you will have an ASIT Afternoon of Rest starting after camper freetime. As a group, you will decide how you would like to spend your afternoon. You are able to rest in the cabin, go for a hike, do some camp activities- the day is up to you. However, we do expect that you will be taking care of yourself and allowing space for genuine resting. Your ASIT Leaders will be involved in the planning and during the afternoon should be aware of what your locations/plans are. Please keep them updated.

**\*\*If you are with us for one week as an ASIT, you will be having the Afternoon of Rest.**

### **Full Rest Day**

On the second week of your session, you will have a WHOLE Day of Rest! Your morning responsibilities in the animal must still be done, but once rounds are over- you are able to plan an entire day for yourselves! Like the afternoon of rest, you can make a day centered around whatever you would like to do as a majority keeping in mind that resting is important.

## The ASIT Lounge

The lounge is wonderful! You and the ASIT Leaders are the only ones with access to the ASIT Lounge. This is the ASITs space for meetings and hanging out. There is a fridge for you to keep items, lockers to store whatever you want to have with you in the lounge, and ... there is Wi-Fi!

Rules for the ASIT Lounge are posted in the lounge and reviewed in the beginning of the session. Keep the lounge clean and camp rules still apply! This is a shared space – all deserve to have a clean, organized, calm space to relax in.

**\*\* The Lounge is a major privilege. We want this space to be yours, but it must be respected for it to remain in your use. We sadly can revoke use of the lounge.**

# ASIT Breaks

You have three break-times during a camp day:

1. **Activity Break.** You will have one activity period as a break and it should remain consistent through the week.
2. **ASIT Free Time.** After your lunch time meeting- this is during camper Siesta from 2 pm to 3 pm.
3. **Evening Break.** After assisting your assigned cabins, usually 9 to 10 pm.

What you do on your time off can vary to going to the animal area, hanging out in the hammocks, hiking, or spending time in the lounge. Whatever your plan may be, you must check in with your ASIT Leaders and let them know where you will be/ what you are planning on doing. ASITs are expected to return to their activities on time after their breaks and keep curfew in mind (10:15 pm).

On the weekends, you also have time off that is structured around things like morning rounds, evaluations, laundry, necessary meetings and cabin cleaning. However, the day is mostly a hang-out and relax kind of day! Specifics for each weekend will be made at least a day prior to the weekend for group discussion.

On weekends during our two-week sessions (weekend between 6 and 7 [ASIT 4] and between 8 and 9 [ASIT 5] ) where we have programming on the weekend, you will have time-off built around some scheduled ASIT duties. ASITs will be needed at camp locations for campers' free time hour and you will be planning to spend time with your adopted cabin.

**Your privileges also include having your phone, a special day on the Ropes Course, and the ability to be in the Animal Area.** Each session, we open the Ropes Course for the ASITs. This will occur during a time when campers are not using the ropes course so that ASITs can have the opportunity to try everything being run. Since you will be trained on how to handle our animals and all the rules of the animal area, you have access to the animal areas without Animal Specialists present. *This of course excludes the noncontact animals and limited contact animals covered earlier in the manual.* And lastly, the perk of having your phone :). We hope that you can find ways to communicate with home and loved ones when you need it, but that you are able to not let your phone get in the way of your duties or camp vibes. Our expectations regarding ASITs and their phones are covered later in this manual.

# ASIT Hours Log

During your stay at camp, you will collect MANY hours of training in animal handling and leadership experience. We have created a log for you to keep track of all your gained experience to help you apply for schools, internships, and jobs in the future. This log is attached at the end of this manual, they will be printed and available in the Lounge, and you can also find a downloadable copy on the ASIT Training page of the website. You are responsible for keeping up with your log- please fill out this log regularly! At the end of your session or when you are home, you can give/email it to the Program Director.

# Staying Healthy & Safe at Camp

Camp rules were put into place to protect all of camp's participants. By following the rules and protocols we set forth through camp, you are helping to maintain the health and safety of yourself and our campers. While at camp we want you to have fun!

## Keeping Yourself Healthy

Below are some key tips for looking out for your health at camp.

- a. **DRINK WATER!** The Nurse will tell you that dehydration is one of the number one reasons that campers come to her feeling sick. Make sure to be setting a good example by having your filled, clean, water bottle...and also drinking from it!
- b. **Rest up when you have the chance.** On your break times, make efforts to relax, decompress, and clear your head. That can mean taking a nap or just going for a peaceful walk. Resting also allows your body time to recoup and recharge.
- c. **Respect the curfew!** At night, "being in bed" is the first step...turning off your phone, stop reading your book, or stop chatting with your bunk mate and actually go to sleep! Of course, all of those things are okay to do, but we don't want a lack of sleep to interfere with your camp experience.
- d. **Eat properly.** You have options when in the dining hall! Even if the meal being served is \*fried\*, there are always vegetables and fruit available to help create balanced meals.
- e. **Talk to the Nurse, when you aren't feeling well.** Please visit the health lodge if or when you need to ensure that you are keeping your health in check. And because some of our animals can contract illnesses from us, it's imperative that when we don't feel well, we are proactive about it.
- f. **Talk to ASIT Leaders if you are struggling mentally.** If you are having issues coping, or with any feelings of anxiety- please seek our help. ASIT Leaders are your first line of defense, but in cases where you maybe want to speak to someone else, you can find any member of the ASIT Team.
- g. **Talk to ASIT Leaders if you know OTHERS are struggling mentally.** Supporting your friend is wonderful, but in time when they need. Bringing things to the attention of your ASIT Leaders could help someone who is struggling. This can be a peer ASIT or a camper. We do not want or expect you to try to help anyone through mental or emotional times. This can sometimes make things more difficult. Seeking advice/help from supervisors is the best support you can give a friend.
- h. **Don't neglect your hygiene.** We know that camp for an ASIT can be busy- but don't neglect taking care of yourself. Like campers, ASITs should shower daily, check for ticks, and maintain a presentable appearance.

# Safety Measures at Camp

We have general safety protocols for each area of camp. Many of the way we stay safe at camp is through preventative measures like staying on designated trails to avoid contact with ticks/poison ivy/or snakes; Taking regular showers to minimize the risk of rashes from contact with poison ivy and to remove possible ticks; Wearing closed toe shoes to prevent injury to feet; Wearing sunscreen/bugspray to prevent sunburn and bug bites; and Traveling to and from camp locations with at least one buddy to ensure safety of each participant.

As an ASIT, we want you to be aware of the other safety protocols we have in place. We do not expect you to perform any safety protocols, but we want you to know what the expected response is so you can be best prepared for aid. From this manual, you know our safety practices for the animal area, here are some other safety measures for you to be aware of:

## In Case of Emergencies : Camp Alerts and Signals

Cub Creek Science Camp has created policies and procedures in cases of emergencies. All of camp's summer staff know these policies and will act accordingly for all emergencies. This information is for your knowledge and comfort. If you are in a position to help (by accounting/gathering campers, alerting a director, ect) these things are good for you to know so you are aware of how we expect them to be handled.

**The "Help Request" Signal:** An air horn sounding in three short bursts every 15 seconds. This indicates a need for staff assistance to a location.

**The "Gather Campers" Signal:** An air horn will be blown in 2 second bursts continuously every 5 seconds. This indicates that everyone (campers and staff) should gather to Ursa's Landing immediately.

**The "Open Door" Signal.** Someone unable to leave a cabin/building and needing assistance should leave the front door of the building wide open. Anyone passing by an open door should check that there isn't someone inside needing help.

There are different needs for each of these signals. It's hard to list each scenario in which we would need to use these. We are often able to avoid using these measures by using safety measures in other ways (having a buddy, sending a camper/ASIT/Staff for the nurse, etc).

## Allergies and Allergic Reactions

Campers with allergies to a food item, the environment, or topical lotions/sunscreen are given a specific color dot on their name tag. Campers who carry an epi-pen or inhaler also have specified color dots. Our camp staff is trained in how to use an Epi-pen in the case of a severe allergic reaction. **If you find a lost nametag with a blue or red dot, please be sure to get it to that camper's cabin counselors in a timely fashion.**

## Adventure Safety

All Ropes Course facilitators are trained here at camp by a certified trainer during staff training. Harnesses are fitted before running and element and then checked for a second time before a camper is able to participate in an element. There are verbal commands that facilitators must ask/say before a camper can be on an element (e.g. "Zipline clear"/ "Zip away"). Riflery and Archery both require instructors to be trained on site at camp. There are protocols and commands that all instructors must adhere to including that campers must be given permissions to touch/hold their bow/rifle, aim and shoot their bow/rifle, and retrieve their arrows and targets (e.g. "shooters may now retrieve their arrows/targets").

## Natural Disasters

Cub Creek Science Camp has a policy and procedure for the following Natural Disasters. We NEVER expect any ASIT to control or be the first line of defense for any natural disaster that may occur at camp. We have made you aware of these policies to keep you knowledgeable and prepared in these extreme cases.

**Fire** The moment a fire is detected in camp, all campers will be evacuated from the general area. One staff personnel will stay at the scene and immediately send campers or another staff member to notify a director of the situation. Fire extinguishers are located in every cabin and indoor program locations. Each outdoor location has a garden hose and a water spigot. NO ONE WILL ENTER A BUILDING/LOCATION ON FIRE.

**Tornado** If the threat of a tornado exists in base camp, all persons in camp should seek shelter in the cabins, laundry room, or other building. Stay in the middle of the room and away from windows. Remain in the building until a designated person comes around to give further instructions. If you are out of base camp, lie flat and face down in a low-lying area like a ditch or ravine. Never try to outrun a tornado.

**Earthquake** During a major earthquake, stay away from windows, bricks masonry (like fireplaces), bookcases, cabinets and mirrors. If outdoors, stand away from buildings trees and power lines. After the earthquake, the 'gather campers signal' will be sounded and all camp directors will contact necessary emergency personnel and account for all camp participants.

**Severe Electrical Storm** At the first occurrence of thunder and lightning, all persons shall be evacuated from the pool, ponds or river and go to the designated/specified rainy day location. If the storm occurs during the day, activities will be suspended. All campers and staff should return to their cabins. If the storm occurs at night, groups should remain in their cabins. If storm happens during camp outs, move under pavilions for cover from the rain and keep campers calm! Directors will come to campsite to assist. If you are outside of base camp, but close to base camp, return to camp by taking trails. If you are unable to return to camp, seek shelter. If you are in or near the cave, stay in the opening at the entrance of the cave until the storm is over.

# The Serious Stuff: Rules and Conduct

You are expected to follow camp rules, be respectful of camp and all its participants, and take your role seriously. You were recommended to be an ASIT because we believe that you represent what Cub Creek stands for. You should strive to be mature, helpful, and reliable. We ask that you follow the policies regarding rules and conduct that we have outlined in this section. Failure to do so can jeopardize your position in the ASIT Program.

## Cub Creek Rules

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We expect that everyone at camp follows the same basic rules. The following rules in bold are the general camp rules. Some of these rules have slight exceptions for ASITs.

- 1. Be Respectful.**
- 2. Use the Buddy System at all times.**
- 3. Clean up After Yourself.**
- 4. Keep food and drinks out of the cabins**
- 5. Campers are ONLY allowed inside their own cabin and on their cabin's porch.** Exception for ASITs: ASITs will be allowed in other cabins than their own for Circle of Life, and in assisting their assigned cabins.
- 6. Stay on designated trails.**
- 7. Campers must remain in their cabin at night.**
- 8. Be aware of the specific rules of each activity area before beginning an activity.**
- 9. Animal Areas may only be entered with an Animal Specialist present.** Exception for ASITs: ASITs are trained in the animal area and may enter the animal area and its enclosures after without an Animal Specialist present. 5 pm if an Animal Specialist or ASIT leader is also in the animal area. They must still comply with rules and may not enter animal enclosures that require Animal Specialist or Directors. \*
- 10. Campers are to wear clean clothes and shower daily.**

There are 10 Rules of Camp. For campers, the rules are simple. But since you have both responsibilities and added freedoms, we set our expectations through outlined "Conduct".

# ASIT Conduct

ASITs are expected to adjust their habits and actions to the standards and customs of Cub Creek Science Camp while participating in its programs. Many of these reflect the same standards that are expected from our Cub Creek Staff. This includes the following:

## Language and Behavior

- *No profane, vulgar, or derogatory language* is allowed on site, even out of the ear shot of campers. We keep language appropriate -respecting the race, religion, and orientations of others.
- *All conversations had at camp must be of a G rating.* A “G rating” is described as not including sex and nudity, substance abuse, or violence. It is inappropriate to make jokes or to have conversations relating to these topics. At camp, we do not have conversations regarding sexual orientation, sexual preferences, or dating status/history regardless of what that preference, orientation, or history is. Movies you watch in the ASIT lounge should be camp appropriate and follow the above guidelines.
- *No fraternization, inappropriate physical contact, or intimacy* is allowed.

## Dress Code

- *Cub Creek strives to set a modest example for our campers and this reflects the way we physically present ourselves.* Apparel, accessories, luggage should not contain logos, slogans, or represent illegal materials, drugs, or alcohol. Refrain from overly revealing clothing including but not limited to tank tops, sleeveless or cropped shirts, short shorts, and see through clothing.
- You are given a Cub Creek shirt that is unique to you as an ASIT. You are expected to wear this shirt for camper check-in and check-out. This shirt should try to remain clean for the days you’ll need to wear it.

## Break Times

On your breaks, you can use your phone (calls, text, social, music etc) in the ASIT Lounge. You are not permitted to use your phone outside of the lounge when campers are out and about. You do have permission to use your phone outside of the lounge during your break that overlaps Siesta and during your night breaks since campers are not in main camp at those times. However, at no time outside of the lounge or the ASIT cabin may you play music without earbuds. (See more phone rules written in the “Cellphones and Social Media” section)

You may also join in on a camp activity on your breaks. Prior to the class you must first have permission from an ASIT Leader who will double check with that activity’s instructor. The same rules apply to you as they do to campers when you are in a class and you are expected to not create distractions for the instructor or campers.



## Communication & Confidentiality

- *Problems, Issues, or Concerns should be brought to a supervisor.* ASITs are expected to discuss any problems they may have with camp, their role, or any other issues with their ASIT Leaders/Village Leader, The Animal Team (if animal related), or any member of the Director team at camp. This first helps to ensure that the problem, issues, or concern can be fixed, compromised on, or solved. Avoid discussing issues with campers/staff members; as this may cause rumors and depending on the topic is inappropriate.
- *At camp, we do not spread information that is false, misleading, or could be embarrassing, mischaracterizing, or harmful to/about others.* Confidentiality of information is of the highest importance while at camp. You may be made aware of a situation or information that is confidential during your times assisting staff in or out of cabin. You will not share or spread this information with your fellow ASITs, staff members, or any campers.

### Confidentiality

Because of the various needs of our participants, personal camper information is made available to the staff. This includes information about allergies, dietary needs, medications, behaviors, attitudes, etc. Staff should never disclose personal and private information to anyone outside of camp directors that extend beyond their needs regarding daily responsibilities. Therefore, if you are aware of a camper's information for the purpose of helping them in the cabin, you as an ASIT will never disclose, make public, spread, or gossip about any of the information you know about campers in your assisted cabins.

Parts of your responsibilities in the animal area also fall within confidentiality. As covered earlier, the passing of camp animal is hard; It's like losing a family pet. Because this is hard information, we want to be careful with how it gets to campers. For the whole camp community, but we should keep in mind the kids who may have adopted that animal. It is irresponsible to spread the information of an animal's passing and the details of it. It's potentially harmful emotionally to others. The animal team, ASIT Leaders, and camp Directors are here if you need to discuss something like an animal's passing. There can be other times when confidentiality may need to be used. Please use your judgement to know what you can discuss with others and if you have any sense of unsureness ask your ASIT Leaders.

## Cellphones and Social Media

- *Cellphones are for emergencies and necessary communications only* while outside the lounge and ASIT cabins. You should not be texting while assisting in activities, on social media, listening to music, and using your phone in the presence of campers.
- *At no point are you allowed to wear earbuds around camp when outside of the ASIT Lounge or the ASIT cabin. Even in your time off, like staff, we want you to be alert and able to hear for any signals.*
- *You, nor staff, are allowed to play personal music for campers in camper cabins. As mentioned before, ASITs may listen to music in the ASIT Lounge and in their ASIT cabins either with earbuds or played aloud. Music played allowed should still remain camp appropriate and is able to be requested to be turned off by fellow ASITs or an ASIT Leader. \* It may be a case that camp has made a camp appropriate playlist on spotify. In those cases, it can be discussed how and when that playlist can be played.*
- *ASITs may NOT have any cellphone numbers other than their ASIT Leaders, fellow ASITs, and approved Leadership Team and Directors. Cub Creek does not tolerate ASIT and unapproved staff cellular communication (including conversations via social media) and consequences for such could lead to immediate dismissal.*

## Camp's Policy on Social Media

Employees and participants of Cub Creek Science Camp Inc. who have electronic devices at camp must adhere to our policies on social media.

- I. You are not to publish or post any pictures of campers nor can you mention full names of campers in writing or verbally.** We recommend that even after camp, you ask for the permission of those who you may be in a picture with before posting or that you crop photos that may contain campers. If you ever need clarification you can ask camp's Assistant Director.
- II. You may not add/friend/follow campers or staff to any social media platform while in attendance of Cub Creek Science Camp.** Many of you will already be friends/following campers or staff on social media and you do not need to unfriend/unfollow for camp. You are not permitted to have private message with either campers or counselors while you are at camp.
- III. Campers should not be privy to your social media platforms and its content.** In no circumstance would you show a camper things from your social media OR of others you find or follow on social media.
- IV. Cub Creek Science Camp expects all posts from ASITs, staff, and campers of Cub Creek Science Camp follow the guidelines set forth in the camp's code of conduct.** This includes but it not limited to items relating to profanity, sexual content, vulgar and defamatory statements, etc. Even when you are not at camp, you are representing camp and the ASIT Program. Please keep your own reputation and ours in mind when posting images related to camp to your social media. This includes comments made on posts, hashtags, tags, etc

All policies aside, we LOVE when you post about camp on social media! It is under these guidelines and rules that we ask you post responsibly.

# Grounds for Dismissal

We do not wish to send ANYONE home during a camp session. We have made these expectations clear for you in the hopes that knowing them will avoid the sad outcome of sending an ASIT home in the middle of a camp session. There are a few situations where immediate dismissal from the ASIT program is the immediate and sole consequence. Please be aware of and avoid the following conditions:

- 1. Continual and deliberate failure to do the job he/she is expected to do.** This seems like a big umbrella, but really it is simple. If you skip morning rounds, skip your adopted cabin, fail to show up to your assignments, and/or purposefully and repeatedly ignore directions from your ASIT Leaders or other camp staff you will need to be removed from the ASIT Program.
- 2. Jeopardizing the safety of yourself or others by not adhering to general safety guidelines of any areas of camp.** By placing yourself or others in a potentially harmful situation by deliberate disregard of safety standards is grounds for dismissal from the Program and potentially from camp. This includes actions that may take place in the animal area and our restricted animals.
- 3. Physically or verbally abusing a participant or staff member.** Abuse of any form will not be tolerated at camp.
- 4. Deliberate or continual violation of rules/conduct/expectations.** While we can understand misunderstandings and or mistakes, we cannot in good faith jeopardize the safety of our campers. Failure to comply with the safety of our campers relating to their confidentiality will result in dismissal. In addition, the violation of our language and behavior expectations will result in dismissal from the program or potentially camp.
- 5. Violation of camp's approved communication policies regarding cellular or social media conversations with Camp Staff.** You are absolutely allowed to speak with camp staff while you are at camp through face-to-face conversations or I'm impressed cards. However you may not have the cellphone number of any staff member other than your ASIT Leaders, the Animal Specialists, or Camp Directors. This means that texting any staff and speaking via social media other than the before mentions approved staff members is grounds for dismissal. Even if you have their number from a previous summer or out of camp contact, you may not text or communicate with them via social media.

We have laid out the expectations for this program and its participants and we anticipate those to be followed by all those we have invited to the Program. It's a hard truth, but being an ASIT is not a guarantee each summer. Basically, if we find that you are not able to adhere to camp's conduct, you may be asked to leave the program.

# Preparing for Camp!

We're so excited to start camp this summer! We hope this manual is getting you excited, too! As we approach camp, here are some things you can do to prepare:

1. **Practice public speaking.** If the idea of standing in front of a group of people is giving you a little stress, start to practice now! Start small if you need
2. **Brush up on your Animals, Nature, and Science knowledge.** If animals and science is your passion, start to collect the information you want to teach or pass onto others. There will be campers like you who are animal crazy, passionate about nature, and love science. What can you teach them that is new? You don't need to be an expert, but you should know about the animals that you take around for Circle of Life, some of the common trees of Missouri, or some fun science facts. The more you know, the more you can help campers!
3. **Practice learning names.** Remembering names and faces isn't a natural strength for everyone but we believe everyone can adapt to grow this skill. Now that you will be visiting a cabin each day, it's important that you are able to remember the names of those campers. I bet it makes them feel special when their ASIT remembers their name. So how can you practice this now? If you go out to dinner, when your server says their name- remember it! At the end of the meal, when you say "Thank You," say their name. Maybe it seems dumb, but by challenging yourself to remember the names that we typically don't "need to remember", you are training your brain to retain things even when they only are needed for a short period of time. In the future, if you want to be a Cub Creek counselor, this trait will HELP!
4. **Practice time away from your phone.** As a former camper, you can handle not having your phone. It may now be harder to avoid using your phone when you have it! During day to day activities, resist the urge to get on your phone when you don't need to. If you have something you desperately want to Google or if you just want to see what's happening on Instagram, avoid the urge! This will help you tremendously at camp with our camp's phone policies.

Regardless if this is year 1, 2 or 3 as an ASIT each summer is new and different! Take the time to prepare for camp by reading what is in this manual and ask questions prior to camp if you need! We are here for you!  
**We're excited to see you soon!**

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