

# ASIT Manual

## Cub Creek Science Camp



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# Table of Contents

The ASIT Team	4
The ASIT Leaders	4
The Animal Specialists and Animal Programs Coordinator	4
Camper and Cabin Advocate	4
The Program Director	4
ASIT Responsibilities	5
ASIT Daily Schedule	5
How Will You Know How To Do All This?	5
ASIT Specific Assignments	6
Morning Rounds	6
Mealtimes	6
Mail	6
Adopted Cabin	7
Assisting in Activities	8
Supervising Camper Freetime	8
Evening Activities	8
Evening ASIT Programs	8
Camper Check In and Check Out	9
Check In Locations	9
Check Out Locations	9
ASIT Evaluations	10
ASIT Privileges	10
ASIT Time Off	11
The ASIT Lounge	11
ASIT Breaks	11
ASIT Hours Log	12
The Serious Stuff: Rules and Conduct	13
Cub Creek Rules	13
ASIT Conduct	14
Language and Behavior	14

Dress Code	14
Break Times	14
Communication & Confidentiality	15
Cellphones and Social Media	16
Camp's Policy on Social Media	16
Grounds for Dismissal	17
Working in the Animal Area	18
Animal Area Rules	18
Animal Etiquette	19
Morning Rounds	20
Training and Prep	20
Feeding Animals	20
Checking on Animals	20
Animal Safety	21
Contact, Restricted-Contact, and Non-Contact Animals	21
What Happens If an Animal Bites?	23
Animal Emergencies	24
Severe Animal Injury	24
Animal Entanglement	24
Animal Death	24
Circle of Life	25
Choosing Your Animal.	25
Presenting Your Animal.	25
Returning Your Animal.	25
Expectations on Circle of Life	26
Staying Healthy & Safe at Camp	27
Keeping Yourself Healthy	27
Safety Measures at Camp	28
In Case of Emergencies : Camp Alerts and Signals	28
Allergies and Allergic Reactions	28
Adventure Safety	28
Natural Disasters	29
Preparing for Camp!	30
Contact Us	31

# 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 composed of the ASITs and their dedicated counselors, The ASIT Leaders. Beyond your ASIT Leaders, your team includes: the Animal Specialists and the Animal Programs 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 oversee 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

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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. You will live alongside them as well as working with them every morning. They are there to help you have a great camp experience as well as answer any questions you have about the animals.

## Camper and Cabin Advocate

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The advocates primary goals are assisting you and your ASIT Leaders, creating opportunities for leadership building, and ensuring consistency and accountability in the ASIT Program. Camper Advocates are here for You; if you have any questions or concerns they are always available to talk to. Along with the rest of this list, they are here to make your experience better.

## Animal Programs Director

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Makayla not only oversees all of the animal area, but the ASIT Program as well. She grew up at camp just like many of you and was an ASIT many years ago, so she understands the value of the ASITs and has been in your shoes. She will be around to support you all as well as the animal team and your ASIT leaders.

*All of our camp staff, especially the Directors, are always willing to help so don't be afraid to reach out to someone if you need something. Even if they don't have an answer, they can help you find someone who does!*

# 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.

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
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
6:00 pm	Daily Wrap Up
6:30 pm	ASIT Evening Program
8:00 pm	ASIT Free Time
9:30 pm	Return to Cabins
10:30 pm	Lights Out

## 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.

# ASIT Specific Assignments

As you may 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 is 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. 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 for the 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!

## Mealtimes

Your duties as an ASIT vary depending on the meal time. Meals will generally be held in the conference room of the Dining Hall for the ASITs and are often good times for brief meetings and check-ins.

**Breakfast:** After rounds, the ASITs will meet in the conference room to eat and prepare themselves for the day ahead. This will include having a brief meeting with Makayla to ask any questions or express concerns. Most importantly, there will be a short time to plan your cabin activity time after breakfast and reflect on how the activity of the previous day went. Once you finish eating, you'll join your adopted cabin to help them get cleaned up. You will then collect them to go outside while the summer staff have a meeting.

**Lunch:** After you all supervise freetime, you will come back to the conference room for lunch. Depending on the day, a Director will accompany you and talk about personal and professional development, as well as checking in with you guys. This is a great time to ask any questions about camp that you have. Makayla will be there to talk about animals and the ASIT program in general; Claireesa is an expert in camper behaviors and how to be a great counselors; Nathan knows the courses and classes and always appreciates new ideas; Natalie can help set you up for success in the future - either at camp or beyond.

**Dinner:** You may eat dinner at the ASIT table or with your adopted cabin, the choice is up to you. Regardless, everyone will meet back in the conference room after the meal is over to do a brief Daily Wrap Up and make a plan for the evening ahead. On campout night, this will happen over in the ASIT Lounge instead.

## Adopted Cabin

There are a couple periods during the day where you are expected or can choose to be with your adopted cabin. These are:

1. **After Breakfast.** This is only a 30 minute period directly after breakfast. Once you finish your breakfast, you will go to your adopted cabin and collect the kids to take outside while the

Staff have a meeting. Monday through Thursday, this time will mainly be dedicated to helping the campers choose their classes for the next day. On Friday and for any extra time on the other days, you can play games, work on flashcards, practice a skit, etc. This is great cabin bonding time! If being in charge of this many kids seems a little stressful - Don't Fret! That is why we meet at breakfast so we have a plan of attack.

2. **During Meals.** This is optional, but encouraged. If you choose to sit at the ASIT table, once finished go to your adopted cabin to help them get cleaned up. Read more about meals above.
3. **During Evening Program.** This is an optional time for you to spend at your adopted cabin, following the conduct listed below. You are not there to do the counselors' job for them but rather to interact with campers and work on your leadership skills! This will only be an option Tuesday, Wednesday, and Thursday as you will be participating in the evening activities on Monday and Friday.

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, Camper Advocates, 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 an incredible camp session! In all cases, if you need help with being assigned in a cabin, speak to your ASIT Leaders 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. Where you are assigned is based on how you filled out your preference sheet. You will be assigned: a course that you will assist the entire week, a new class everyday of the week, and you



will be given the opportunity to either participate in a class that you really want to do or help out in a different area of camp (such as the office, camp store, or animal area).

In animal-related activities you may have a few 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 and working on your teaching abilities. We wish for campers to be learning while interacting, so the more you know about animals the better! Share any knowledge you have or help the camper try to figure out the info if you do not know yourself.

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.

## Supervising Camper Freetime

During camper freetime, ASITs are stationed at the following locations to supervise campers and perform crowd control.

1. **Ursa's Landing.** After all campers have been released the first time, it is your job to then keep track of when campers change locations - and that they still have their buddies!
2. **Camp Store.** Here you will be tracking the number of campers in the store at a time so it isn't too crowded there and that no one is leaving their water bottles behind.
3. **Computer Cafe.** Help campers write home to their families, including finding the appropriate emails so the emails can actually get home.
4. **Hammocks/Slingshot Range.** supervise the campers to make sure they are following the rules and staying safe in the hammocks and at the slingshot range.
5. **Goldfish Pond.** Watch over the kids that are visiting the pond and make sure they are just observing from the shore, not wading into the water.
6. **Animal Area.** Even though the Animal Specialists will be available at this time, it is your job to assist them by watching kids go in and out of enclosures. Or by taking animals out for them. In the kennels, you are also there to help campers wash a dog and earn a bead!
7. **Game Pavilion / Gaga Ball.** Watch over the kids while they play games under the game pavilion and gaga ball. Keep an eye that campers are following the rules and getting along.
8. **Other areas by assignment.** Depending on the number of ASITs we have each session there may be additional areas you will be assigned to.

## Daily Wrap Up

After dinner, all ASITs are going to meet with their ASIT Leaders and have a brief discussion on what happened during the day. This will include recording what classes you assisted in, duties performed, and a short reflection. ASIT Leaders will also go over the plan for the evening and make any necessary announcements.

## Evening Activities

While most evening activities aren't required for the ASITs, there will be a few evening activities we ask your involvement in.

**Monday.** Circle of Life being the biggest one that happens every week. Details about your involvement in Circle of Life are in the Working in the Animal Area section of this manual.

**Tuesday.** This night will be campout for ASITs (at the Dakotas) as well as the Southern Village (at the campsites). There is no work needed from ASITs in this time, but you can choose to spend some time with your adopted cabin during campout or evening activity (for the Western Village).

**Wednesday.** Similar to Tuesday, participation in evening activity/campout is optional. The evening program for ASITs is Animal Area activities. Participation includes assisting the counselors in keeping the campers engaged in the activity and having fun.

**Thursday.** Unless asked by the Special Events Coordinator, participation in the evening activity is completely optional. You may have the choice to help play characters, lead stations, or participate in a competitive activity against other cabins.

**Friday.** Skit night is not optional for any cabin, including ASITs. As you guys are role models for other campers, the ASIT skit is highly anticipated and has high expectations. Show off your leadership skills and creativity and camp spirit by presenting your skit to both Juniors and Seniors.

We will also ask for your help for Flup-a-Flar and 4th of July Carnival. Depending on the number of stayover campers, you may also be given the opportunity to run the evening activity on Saturdays.

## Evening ASIT Programs

Because so much of your day is dedicated to assisting staff and developing your leadership skills, we also want to make sure you have time to have fun. Evening Programs have been developed just for this reason. They are a way for you to experience the fun of camp and also go a step further than normal campers. There is a unique program on Tuesday, Wednesday, and Thursday.

**Tuesday.** The ASIT Lounge has its very own campout sites so no one can miss out on the camp tradition of camping under the stars. Enjoy foil packs, s'mores, stargazing and more! Sleeping out will be optional, as you will still have to come to rounds the next morning.

**Wednesday.** This night is dedicated toward developing the first half of the ASIT acronym. Experience the animal area in new and exciting ways. As a group, ASITs will pick an activity related to learning more about animal care. This may include topics such as enrichment, a scavenger hunt, animal trivia, costumes, painting, nutrition, or anything else you can think of! Each of these activities also starts off with the opportunity to have special encounters with animals that are not normally contact.

**Thursday.** Evening programs on Thursdays can vary depending on the group decision. It does not just have to be one activity, the group can be split. This is a great opportunity to choose a class or evening activity that you feel like you have missed out on with all of your daily tasks and responsibilities. Some possibilities are:

- **Ropes Course.** We can open up the ropes course to do zipline, leap of faith, climbing wall, etc.
- **Class Activities.** Group tie dye, oobleck, bottle rockets, anything you can think of is possible so you can still experience the best camp traditions.
- **Outdoor Exploration.** Take a hike around camp, to the cave, the glade, go out and enjoy nature before the sun sets.
- **Leadership/Team Building.** Come together as a team and work on your communication and critical thinking skills with fun games/puzzles.
- **Mini Competitions.** Have a carpetball tournament, drawing competition, or even just play a bunch of board games.

These programs are meant to give you a taste of camp while still being unique from the camper experience and let you relax and have fun after helping the staff all day. They are what you make of it, you just have to ask! The goal is to have fun and make sure you are getting a full camp experience.

## Check In Locations

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 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 the 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/unloading luggage from cars. ASITs in this position should be speedy and able to work in fast-paced environments.

**Welcome Pavilion-Luggage** These ASITs ride along with the Advocates 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 our 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.

## Supervising Stayover Campers

For ASITs that are staying over between weeks (this may be everyone some weeks, or only a couple of you), you may be asked to supervise the stayover campers for a short time while the staff have a meeting. Likely, the campers will just have lunch and be set up with a simple activity to pass the time. This is also a great time to tap into the skills you've learned for the post-breakfast activity period if the campers need more engagement.

# ASIT Evaluations

For each of the weeks that you are at camp, you will evaluate yourself and your fellow ASITs. This is not ever intended to hurt, shame, or discredit anyone and should be handled in such a 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 the 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, and is happy to help when requested. Carries share of workload without reminders.
- **Camp Rules-** Respects and upholds camp rules and camp conduct.

*Spoiler alert:* Some of these are the 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 ASIT Leaders and 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 the "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.

## The ASIT Lounge

The lounge is wonderful! 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

We appreciate our ASITs and all the work they do, and want to give them time to rest. 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. During this break you can join a class as a camper, go to the camp store, hang out in the Lounge or the Animal Area or other locations around camp.
2. **ASIT Free Time.** After your lunch time meeting- this is during camper Siesta from 2 pm to 3 pm. Activities are similar to the ones mentioned above.
3. **Evening Break.** After the Evening Activity or ASIT Evening Program, you have the option to hang out with your adopted cabin before bed or go on break (or both!). This break lasts until 9:30pm.

If there are other activities (crafts, hiking, etc.) that a group would like to do, please let someone know so we can schedule them in.

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 (9 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 relaxing 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.

**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. You will have a dedicated time after dinner each day to fill out your log to keep track of what you accomplished during the day.

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, your ASIT Leaders will collect them so we can keep them on file for whenever you need it. If you know ahead of time that you would like to keep a copy, that can easily be arranged as well as long as you ask.

# 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

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. You must always have your 5 essentials: Sunscreen, Bugspray, Close Toed Shoes, Name Tag, and Water Bottle**
- 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 without an Animal Specialist present after 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 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 the 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 later in this manual, the passing of a 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 judgment 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 cell phone 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.

- **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 the camp's Program Director.
- **You may not add/friend/follow non-ASIT campers or staff to any social media platform while in attendance at 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 messages with either non-ASIT campers or counselors while you are at camp.
- **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.
- **Cub Creek Science Camp expects all posts from ASITs, staff, and campers of Cub Creek Science Camp to follow the guidelines set forth in the camp's code of conduct.** This includes but is 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 to 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:

- **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.
- **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.
- **Physically or verbally abusing a participant or staff member.** Abuse of any form will not be tolerated at camp.
- **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.
- **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 the camp's conduct, you may be asked to leave the program.

# 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 Director, 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

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. 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.** 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 differently 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 the 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 following:

- Area specific rules
- Location of cleaning and feeding supplies
- Expectations of cleaning, helping others, etc.
- Animal Emergency Procedures
- Working and having free time in the animal area

As a group, you and your ASIT Leaders will discuss what areas need assistance in the mornings and how many ASITs 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. Of course, you will not be able to learn everything on Sunday, so keep paying attention throughout the week to what the Animal Specialists have to say and you will continue to expand your knowledge of animal care.

## 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 animals. 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. While it is the Animal Specialist's responsibility to check for each animal every morning and monitor their behavior and eating habits, they will also have many other tasks to attend to during rounds. ASITs should work on their observational skills each morning, and assist Animal Specialists in the process, by watching for any strange behaviors from the animals. Anything that is confusing/concerning should be reported to an Animal Specialist as soon as possible. See Animal Emergency Procedures for more details on injured/sick animals.

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.

**\*\*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!**

**Kinkajous.** The kinkajous may be visited in their enclosure, but campers should always have an ASIT or counselor supervising them. No one is allowed to put their hands on or in the kinkajous nest box. If the kinkajous are out, Nebuna may be hand fed (with an open, flat palm), but should not be pet unless given permission by an Animal Specialist. Jou Jou should be left alone to be admired from afar.

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.

**Sloths.** The sloths may ONLY be visited in their enclosure when a trained Animal Team member is present and in the enclosure with you or a camper.

**Red Tail Boa.** The red tail boa may only be handled with the supervision of an Animal Specialist or trained staff member, this applies to 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.

**Backyard.** Currently, two of our cavies (Mara and Ears) live in the yard behind the kennels. As there is only one gate between them and the dogs (if the dogs are in the yard), this enclosure should not be entered without specific permission from an Animal Specialist. All dogs should be in the roofed kennel area for an ASIT to visit.

**Aviary.** Since there is only one door between the outside world and the birds, this enclosure is not to be entered by anyone except for the Animal Team, or people being supervised by an Animal Specialist.

**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. Entering her enclosure is only allowed after she has been locked in her nest box and an Animal Team member has given permission for entry.

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

**Black Rat Snake.** Obsidian is a display only snake that should not be handled by anyone besides trained Animal Team members.

**Kookaburra.** While the rabbits that reside with Stevie are contact, Stevie must be locked in his cage for anyone to enter the enclosure. If Stevie is loose, only people that Stevie is comfortable with (and have been given permission by Makayla) may enter.

**Red Foxes.** Our two foxes are display animals only and are taken care of by the Animal Specialists.

# 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.
- *Immediate medical attention*, such as bleeding that will not stop, needs to be brought to the Nurse immediately. An ASIT and two campers should go, so the injured camper can be left at the Health Lodge and the other camper has a buddy (the ASIT) to walk back to class with.

**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.

Please remember that a camper that gets bit may panic and feel overwhelmed. It is important to remain calm for that camper. Just about every bite/injury that occurs is minor, but it can be quite a shock to a camper. Distracting that camper or reassuring them that the wound is not a big deal is best. Frustration is also a common response that can lead to anger directed at the offending animal. Under no circumstances do we want our animals to be hurt, so the animal should be removed from the camper when possible (or the camper removed from the enclosure).

Any time an animal acts with violence, it is because they are not being treated well. The animal is not and should never be called “aggressive” or “mean”. Using words such as “attack” and “bite” also give strong connotations that the animal acted without warning or reason, which is likely not to be true. Alternative phrasing can be used, such as the following:

- Nipped, nibbled
- Asking if the animal ‘got them?’
- Saying the animal needs some rest or space
- Alerting the camper to any possible offending behavior they were performing

It is not an ASITs responsibility to handle camper behavior, though it is encouraged that you help. A counselor should be there to talk to the camper, or an Animal Specialist if it is Freetime.

# Animal Emergencies

We try our best to keep accidents and incidents down to a minimum, but nonetheless 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 Makayla 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 Makayla. 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 Makayla immediately. It is important that if you need to send someone for an Animal Specialist or Makayla, 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. 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. Makayla 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 was also 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, and/or a Camp Program Director.

# 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. This evening activity is designed to help you guys work on your public speaking. 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:

Wallaby	Snake	Hedgehog
Lizard	Sheep/Lamb	Chick
Ferret	Goat/Kid	Armadillo

You will choose your animal on Saturday night when you first arrive. That way you have several days to study up on information about your animal of choice. There is some flexibility in what animal you bring, but you do have to ask the Animal Team for permission for any animal that is not on this list. We encourage creativity in your choice of animal, it keeps this activity fun and new for you as well as the campers (especially returners). You can use your phone (in appropriate situations) to do research on your chosen animal. There is also a COL Cheat Sheet to help guide you and help keep track of all your great facts.

## 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 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.

Members of the Animal Team, as well as ASIT Leaders circle through the cabins to observe your presentations. They are there to help you, so don't let it stress you out! They can be available to help with wiggly animals, answer questions you may not know the answer to (Side Note: Remember that it is okay to not know the answer. Lying to answer the question is never okay), and can later give tips on how to improve with your public speaking and/or handling of the animals. Please listen to the photographers, ASIT Leaders, and Animal Team, they're only trying to help you.

## 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. Any crates/carriers should be cleaned and put away

properly. 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. You may have a cheat sheet to start your presentations, but it is encouraged that you try to not rely on it as much as possible.

**\*\* 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.

**Personal Info:** Name, Age, Relatives also at Camp, Enclosure Location, Species  
*Basic Species Info:* Scientific Name (& meaning), Lifespan, Natural Habitat, Diet

**Additional Info:** Group name, special names for juveniles/males/females, predators, population status, adaptations to their environment (physically or behaviorally), and anything else they can find

**Handling:** How to hold the animal, pass them off to the campers, and how to get the best photo out of them

**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 a 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 the harness is 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 Animal Team, 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 and 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!**

# Staying Healthy & Safe at Camp

Camp rules were put into place to protect all of the 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 may 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 it. 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/bug spray 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 at 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 a storm happens during camp outs, move under pavilions for cover from the rain and keep campers calm! Directors will come to the 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.



# 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!**

# Contact Us

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## Daily Hours Tracking

This page is designed to help you keep track of the work you are doing if you need it for volunteer hours or to boost your resume. It is also a great way to help you reflect on your day - if you find yourself to be struggling with your schedule, please let an ASIT Leader or Director know so changes can be made.

	M	T	W	T	F
Morning Rounds					
<i>Duties Performed</i>					
Course Jr or Sr					
<i>Duties Performed</i>					
Class	_____	_____	_____	_____	_____
	Jr or Sr	Jr or Sr	Jr or Sr	Jr or Sr	Jr or Sr
<i>Duties Performed</i>					
Other Class Period (Circle)	Camp Store Office Animal Area Kitchen Participated in a class	Camp Store Office Animal Area Kitchen Participated in a class	Camp Store Office Animal Area Kitchen Participated in a class	Camp Store Office Animal Area Kitchen Participated in a class	Camp Store Office Animal Area Kitchen Participated in a class
<i>Duties/ Activity Performed</i>					