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WELCOME TO Oakridge

THANK YOU FOR BEING A PART OF OUR 2010-2011 OAKRIDGE INTERN & SUMMER STAFF!

All of us are constantly learning about camp ministry and serving others. Let's all commit to doing our best to make this a great year of ministry and servanthood in the Name of Jesus.

We have a wonderful Staff this year, but we will all have to work hard to accomplish quality ministry. Hopefully the information in this orientation will be useful to you and help your growth for our camp and our ministry. Again, thank you for being a part of our team!

To give you a perspective of Oakridge Summer Ministry, let's check out the following numbers:

- In 2001, Oakridge had 300 summer guests. Our full-time resident families were able to serve those guests with only ONE additional Staffer!
- In 2002, we hosted around 1,300 campers
- In 2003, we served around 750 campers
- In 2004, Oakridge began its Intern Program with 6 Interns, 4 of which were able to complete the full year-long program (we had about 1,000 campers and 200 day guests that year)
- In 2005, around 900 campers were served
- In 2009, we had over 2,000 summer guests
- In 2010, we hosted 2,200 guests
- For 2011, we're praying for over 2,200!

NOW, LET'S JUMP RIGHT IN TO OUR ORIENTATION AND "GET ON THE SAME PAGE!"

Brian Ball,
Oakridge Director

ADDITIONAL INFORMATION FOR ORIENTATION

OTHER MATERIALS INCLUDED WITH THIS MANUAL

To be received from Staff **NO LATER THAN ARRIVAL**

- Completed Application
- Release of Liability
- Bible Book Questions
- Staff Agreement Form
- Special Consideration Form

Other handouts (**EVERY STAFFER needs a copy**)

- Camp map
- Memory Verses sheet
- Maintenance Form
- Snack Shack price list

Orientation Leaders will discuss the following

- This Staffer Guidebook
- Cleaning checklists
- Contract policies & guidelines
- Detail checklists
- FAQ sheet
- Responsibility Reminders
- Snack Shack tab sheet
- Request Time-Off form
- Staff Confirmation packet
- Comment Card sample
- Counselor Orientation
- Emergency/Staff Phone List
- OSBI background check form
- Room emergency information
- Staff key list

Initial Orientation steps

- Confirm T-Shirt size
- Review and discuss ALL information listed above
- Camp walk

To be done **IN ADVANCE**

- OSBI background check form
- T-Shirt size
- Expert Online Training videos/quizzes
- EOT Oakridge supplements/quizzes

ORIENTATION DETAILS

WHY DO WE HAVE AN OAKRIDGE ORIENTATION?

Information. The number one purpose of our orientation is to provide all of the necessary information to you, the Staffer, about Oakridge Camp & Retreat Center. This includes our mission, our policies, the layout of the camp, and the Full-Time Staff, Interns, and trustees of Oakridge. Think of this orientation as your on-the-job training! We want to make sure that you know and understand everything in this guidebook.

Coordination. The second purpose of our orientation is to work with our new Staffers and make sure that they're coordinated with our Full-Time Staff and Interns. Let's all work together in love and unity this year!

Liability reduction. Prevention is better than problem-solving! Oakridge Camp can prevent misunderstandings, accidents, incidents, and even legal action by having a proper orientation.

HOW LONG IS THE ORIENTATION?

As long as it takes, but as short as possible. We're finished when all of the information has been processed. Allow two full days of Orientation and Training. Then we will focus on cleaning, maintenance, developing the program, and general preparation of the camp (and ourselves!) for summer ministry.

WHO HAS TO PARTICIPATE IN THE ORIENTATION?

All of our Interns and Staffers, and any Volunteers who can make the Orientation. Nobody knows everything they need to know about Oakridge, and things change every year. Even if some of the information doesn't apply to you, it will inform you about what others are doing at Oakridge. This packet is also given to our Full-Time Staff each year.

WHAT ARE THE QUALIFICATIONS FOR OAKRIDGE STAFFERS?

A good testimony. The Staffers must be able to relate to people they interact with; however, they must not be involved in any ungodly behavior or fail to present Christ as a model. Staffers must not behave in a way which would be a stumbling block or an object of offense to a person who is struggling.

Submission to Oakridge leadership. Staffers should submit themselves to the designated leadership. There will be directives given and expectations held by supervisors, and it is essential that all Staffers know how to receive instruction and operate under authority. A good proof of having lived one's life under authority is seen in a person's relationship with their parents, employers, and pastors.

Agreement with Oakridge's statement of faith. One of the basic requirements of employment here at Oakridge is the agreement with the spiritual beliefs of the church, as well as the living evidence of practicing the Christian life as taught in the Bible. A Staffer must be known to be a Bible-believing Christian, recommended by other Christians.

Good communication. Quite a lot of the work of ministry is spoken or written communication, so every Staffer must be able to communicate God-given solutions to all people within their sphere of influence. Staffers must work to develop good listening and speaking skills.

Reliability and initiative. Much of ministry occurs at appointed dates and times and is performed with a minimum of direct supervision. Staffers must be reliable and responsible to fulfill commitments. Being a self-starter is essential!

A good learner. Staffers must continue to develop themselves spiritually and mentally. Bible reading and memorization are required and the reading of good books is strongly encouraged. Oakridge Staff will have daily devotions. Personal devotions for each Staffer are also recommended.

A clean, neat, pleasant, and professional appearance. Some have suggested that the clothing, hair color/style, and personal hygiene level of a person should have no bearing upon the value of their work and performance. Oakridge, however, desires that none of our staff should be offensive or undisciplined in their presentation and appearance. The Christian life is a disciplined life. Christian leaders must demonstrate discipline, otherwise the recipients of their message may say, "Who wants to be like him?" Oakridge has a preferred code of dress and appearance; we are not implying that these codes are "right" or that Christians cannot live differently. We are simply saying that, to make life easier, we have a code which all Oakridge Staff will follow while they are here.

WHAT ARE THE QUALIFICATIONS FOR OAKRIDGE STAFFERS?(CONT'D)

Promptness. Staffers are always expected to be where they're supposed to be when they're supposed to be there. With camps, retreats, scheduled set-ups, sound checks, deadlines, etc., it is absolutely essential that Oakridge Staffers be prompt.

Honesty. Among Oakridge Staffers, there is no place for lying, deceit, or manipulation of any kind. Any form of mishandling or stealing Oakridge money or concessions will not be tolerated.

Courtesy. It is expected that all Oakridge Staffers will treat one another (and especially the people we serve) with the utmost courtesy and respect. All speech, actions, and attitudes should reflect humility, patience, and kindness. It is also expected that Staffers will show the same courtesy to all Oakridge property, including buildings, activities, and vehicles.

Servanthood. Oakridge Staffers are servants. We exist to serve God, lost people, and the body of Christ. We serve group leaders when we are working together on a program; they do not serve us. We serve the children, youth, and adults who come to us with questions and needs. We serve people in the right spirit. All of us will do some jobs this year that we'd rather not do; but we will do them in the name of Jesus for His Glory.

Excellent Inter-Staff Relations. It is expected that all Staffers will do everything possible to support, encourage, and maintain harmony with all other staff. In the event of a disagreement, every effort should be made to resolve the issue in private. If further counsel or mediation is needed, Staffers should be available to help according to the clear principles of Matthew 18:15-20 in dealing with interpersonal conflict.

Excellent Performance. All Staffers will fulfill their ministry responsibilities in an excellent manner. There will be times when, due to deadlines or time constraints, Staffers will need to assist "over and above the call of duty" with kitchen work, camp maintenance, and administration. Staffer cooperation during these times is greatly appreciated.

ORIENTATION DAY FOR OAKRIDGE STAFFERS

STAFF PRAYER

STAFF INTRODUCTIONS

Tell us about yourself! Tell us a bit about the person you are. Where are you from? How old are you? What have you been doing this last year? What's your family like? What are a few of your favorite things? Why did you choose to work at Oakridge Camp?

Memory Circle! A quick ice-breaker that allows each Staffer go around the group to restate and remember everyone's names.

LAST YEAR'S STAFF

Let's hear from any returning Staff! What was camp like last year? What was your best experience about camp? What's your favorite memory of Oakridge? What was a challenge for you last year?

STAFF TESTIMONIES

If we could have two volunteers... Share how you came to know Jesus as your Lord and Savior. Others can share where you are right now in your spiritual journey.

OAKRIDGE TRUSTEES

Brian & Beth Ball. Brian is Oakridge Camp's director and head of administration. Miss Beth is our lead interior decorator and landscaping coordinator. Their children are Jaime, Jesse, Joshua, Jonathan, and Jeremiah.

Gordon & Dale Ball. Gordon (aka Grandpa) is in charge of camp supplies and overseer of the grounds. Dale (aka Grandma) heads Oakridge's bookkeeping and helps in the kitchen.

John & Vicki Bates. John takes care of Oakridge's maintenance needs and also keeps track of groundskeeping. Miss Vicki is in charge of housekeeping and oversees the kitchen. Their children are Olivia, Matthew, and Luke, who is in the Air Force.

STAFF ON SITE

Sheldon & Alana Ko. Sheldon is the Assistant Director of Oakridge and helps out with all areas of camp life, especially outreach. Miss Alana is a stay-at-home mom in charge of educating their three children: Elijah, Hannah, and Gabriella.

Intern Team. Each member of our Intern Team have made a year-long commitment to Oakridge, and this year we've got an all-star staff:

Jaime Ball

Jesse Ball

Joshua Ball

Rachel Williams

Sarah Cade

Tim Goree

Summer Staffers.

CAMP PETS

Baby. Gordon & Dale's dog

Cocoa. Brian & Beth's dog

Lily. Sheldon & Alana's dog

GETTING ON THE SAME PAGE OAKRIDGE DOCTRINAL STATEMENT

God. We believe there is one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

Jesus Christ. We believe in the deity of our Lord Jesus Christ; in His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, tangible return in power and in glory.

The Holy Spirit. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

Resurrection. We believe in the resurrection of the body of the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

Salvation. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.

The Holy Bible. We believe the Bible to be the only inspired, infallible, and authoritative Word of God.

Unity. We believe in the spiritual unity of believers in Christ.

OAKRIDGE PHILOSOPHY

Supporting the local church. It is our desire to support local churches.

Non-denominational. We are not affiliated with any one Christian group; rather, we choose to be open to true believers from various Christian perspectives. Generally, our background is Southern Baptist/Independent Bible Church.

Open & inclusive. We are open to considering all groups who'd like the Oakridge experience; however, we reserve the right to refuse service to any group or individual for whatever reasons we deem appropriate, including (but not limited to) beliefs and lifestyles which are inconsistent with our doctrine and philosophy.

OAKRIDGE STAFFER

GUIDELINES

COLOSSIANS 3:17

“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.”

PERSONAL EXPECTATIONS

Personal life. It is expected that all Staffers will live in a way that reflects the teachings of the New Testament. All Staffers will be accountable to all other Staffers in every area of life, and at all times will help and encourage one another in the fulfillment of our Christian duties.

Finances. It is expected that all business and financial matters will be maintained with the highest integrity by all Staffers, both concerning the ministry and personally. It is also expected that all Oakridge Staff will make regular financial contribution to Oakridge Ministries as they are led by the Lord.

Christian liberty. Liberty can be your best friend, or liberty can be your worst enemy. All Staffers at Oakridge are working to represent our Savior and are asked to be discerning and intentional with potential areas of liberty, including (but not limited to) smoking, drinking alcohol, movies and other forms of media, personal appearance, and social interaction. Any activity or substance that is illegal is not permitted at Oakridge. For adults, the potential areas of liberty are applied, depending on the circumstances.

Since we are often unaware of the views of our onlookers, Oakridge requires that all Staffers totally abstain from tobacco and alcohol use while they are on the property this summer. It is also expected that movies and other media conform to our policy.

Oakridge requests that Staffers listen to NO secular music throughout the summer, and that any music played should be in good taste. Staff are allowed some secular music during the year, but it should only be played quietly and in private; secular music should not be played in any buildings or locations where guests might hear it.

Christian growth. It is required of all Oakridge Staffers to be reading, studying, and memorizing the Word of God. The Oakridge Full-Time Staff will provide lists of memory verses, suggested passages, and partnership in this area. All Staffers should also be praying, reading good Christian books, and meeting with other believers, including being involved in Oakridge Community Church. We want all of our Staffers to be working toward continued growth with the Lord through daily Bible study, prayer, faithful church attendance, and general ministry through Oakridge.

Time management. Staffers should realize the importance of managing their time while at Oakridge. Specifically, Staffers should build their own daily schedules in cooperation with their team so that everyone can be aware of each Staffer's routine.

Staffers will take time off as scheduled. Generally, off-time will be every other weekend and one afternoon per week. Off-time should be used by Staffers to clean their cabins/houses/lodgings and to take care of other personal business.

Please remember that church isn't work! None of Oakridge's church members consider their church involvement to be work; and they work full-time otherwise.

Be available. There will be times when Staffers will be needed to do certain jobs unrelated to their specific area of responsibility. It is expected that Staffers will be understanding of the need at hand and realize that if the person didn't need you, they wouldn't ask for your help.

Oakridge Staffers should be willing to serve one another and willing to help whenever possible. If you have other responsibilities that you are in the process of fulfilling, please explain the situation to whoever needs help. Staffers are to be on call for housekeeping, groundskeeping, recreation, guest services, and other duties as needed.

Be diligent. All Staffers will have set Key Areas of Responsibility (SKARs) and should be aware of their duty to fulfill their personal SKARs. As stated above, be willing to assist others with SKARs as needed.

Maintain interpersonal relationships. Oakridge isn't about cliques or spending all of your free time with your BFF; it's about fellowship with other believers. Make sure you aren't spending too much time with any one person, and remember to follow the three-person rule!





NOTES

Oakridge

RULES AND REGULATIONS

THE FOLLOWING PAGES WILL HELP ALL STAFFERS SEE WHAT OAKRIDGE IS REALLY ALL ABOUT.

It's important for all of our new Staffers to go through this guidebook and get a feel for what makes Oakridge tick. And it's just as important for our returning Staffers and our Interns to remind themselves of all the Oakridge guidelines!

So whether this is your first summer here or you've been at Oakridge since the beginning, please take the time to carefully read through these rules and regulations. Many of your questions will be answered by reading through the guidebook and most, if not all, of Oakridge policies are explained in great detail.

Help us to help you by familiarizing yourself with this part of the guidebook!



GENERAL POLICIES

- If you make a mess, clean it up!
- If you see a mess, clean it up OR have the mess-maker clean it up.
- If you turn it on, turn it off. If you turn it off, turn it back on (if needed).
- If you take something, put it back.
- If you break something, admit it and inform the office, then fix it!
- If you open it, close it.
- If it's yours, take care of it!
- If it belongs to someone, ask before you use it.
- If you don't know how to use it, leave it alone. Or, learn!
- If it'll make someone happy, do it!
- If it'll hurt someone's feelings, keep it to yourself.
- Pick up all trash that you see, inside and out.
- Turn off all lights when you leave a building (unless it's occupied) or if you'll be away more than 30 minutes.
- Turn off or turn down all AC & Heat when you leave a building.
- Close all doors when you leave a building.
- Report any damage or problem you see with a Maintenance Report form AFTER you've tried to solve the problem by yourself or with others.
- If you make it dirty, wash it!
- Be aware of and careful around danger areas such as electrical wiring and boxes, storage and utility rooms, heaters, water heaters, etc.
- Be aware of "off-limits" areas for guests and staff children!
- Be sure and lock your personal home or room when guests are on the grounds.
- Keep personal belongings away from ministry buildings. Put them in a designated (and safe) place, or in your personal room.
- Let a Full-Time Staffer know if you see a snake. Try to keep an eye on it while they're coming. There are poisonous snakes in this area.

Do's...

- Staffers should always fulfill their jobs and responsibilities.
- Be a self-starter; see what needs to be done, and do it! This is called initiative.
- Honor the Full-Time Staff; give them respect and fulfill their requests.
- Make sure to honor the privacy of the adults on site.
- Always replace the trash bags in every trash can (inside and outside) whenever you pull out a full trash bag.
- Make sure to put away all equipment, tools, etc. at the end of the day in its designated place. You must receive permission for any exceptions.
- Remember that there's a place for everything and that everything should be in its place! If you don't know the place, then ask!

...AND Do Not's

- Don't take things without putting them back when you're finished. If you're still in the process of doing a job, you must get permission to leave out tools in an orderly manner.
- Staffers should never do a job halfway. Remember, a job is NOT finished until all equipment is put in its proper area!
- Don't tell others to do what you've been asked to do by those over you.
- Do not come into the office to chat or sit around.
- Don't take excessively long breaks during work hours. 10-15 minutes every two hours is sufficient.
- For all of our Staffer guys: NEVER urinate with the toilet seat down!
- Don't forget to replace toilet paper if you use the last of it!
- Never lock any of the entrance gates.

AUTHORITY POLICY

Brian, as the Director of Oakridge Camp, is therefore held in the highest position of authority.

Trustees are held over all other staff.

Sheldon is the Assistant Director and holds a position of high authority.

Jaime Ball is the Program Director and holds a position of high authority.

Full-Time Staff are over Summer Staff in authority.

Interns are over Summer Staff in authority.

Let's respect a person's position, as well as a person's age. If you feel like there is any abuse or misuse of authority, let other Full-Time Staff know. If they can't fix it, they will inform the Administrative Team.

If you have a concern about any of the Trustees or Full-Time Staff, please address the ministry Trustees directly.

CABIN POLICY

No girls allowed! There are to be no girls in the guys' Staffer Cabin.

No boys allowed! There are to be no guys in the girls' Staffer Cabin.

This is absolutely non-negotiable!

Exceptions MAY be allowed for special events WITH PERMISSION.

Cleanliness. All Staffer Cabins must be clean and tidy according to Oakridge standards: 110% perfection! When you walk in the door, a light should come from Heaven and you should hear angels singing. No dirt, smudges, stains, bad smells, trash or any other form of nastiness, crud, or corruption. All Staffer Cabins should be free of vegidegridgidibles, angry organisms, and unwanted guests. The Oakridge cleaning standard is set up in such a way that God might look down on any cabin or other building and say, "It is very good."

Dishes. Be sure to do your dishes every day; leaving them overnight does not conform to Oakridge cleaning standards! Remember, if you make it dirty, wash it!

Laundry. Keep up with your own laundry. Don't let your clothes end up all over the place, and don't wait until the evening before inspections to get it all washed! Do not leave your laundry in the laundry room!

Trash. Trash should be taken out every day or two.

Bathrooms. Make sure bathrooms are always neat and tidy. No puddles!

Bedrooms. Like with bathrooms, bedrooms should always be kept neat and tidy; beds should be made daily and your personal belongings ought to be in their designated areas.

Room inspections. Official inspections will occur every Friday morning. Paychecks will not be given to any Staffers without passing inspection. That means that if even one bedroom fails, then the whole cabin fails and no Staffer will be paid until the cabin passes. No exceptions! Be aware that spur-of-the-moment house inspections can occur, so make sure your house is always passable!

Personal items. Keep track of your belongings and do not leave them laying around; neither the Office or the Dining Hall (except in your personal inbox) is a designated area for your own things. Use your cabin! Please be mindful of other people's belongings; if it isn't yours, be sure to ask permission to use it. This includes food, cars, clothing, etc. If the item's owner doesn't give you permission, don't develop a bad attitude.

Curfew/Lights-out. For the sake of safety, rest, and general avoidance of problems, we ask that all Summer Staffers be in their rooms at the designated times. Exceptions are given only if you have permission, if you're part of a late-night clean-up, or due to ministry or scheduling needs.

For no reason whatsoever should Summer Staffers be out talking with guests or other Staff after curfew; if you're counseling a camper and it gets late, refer the camper to their group leader or tell them you'll continue talking the next day.

Staffers should try to achieve lights-out in their cabin as close to 11:30 p.m. as possible during the summer. Curfew applies on your day off as well, unless permission has been granted. However, be mindful of other staff!

For more information on curfews, see the Staff Privileges sheet.

CHURCH POLICY

As Oakridge Staffers, it is expected that you will serve in all areas of Oakridge Ministries, including the church. It is expected that you will participate in inter-church services, special rallies, etc. All Staffers are allowed one Sunday per quarter to attend a different church; this must be scheduled preferably one week in advance and approved.

Before meetings, please arrive early to straighten and clean. Cleaning includes vacuuming, straightening chairs, blowing or sweeping the sidewalk, picking up trash, etc. Staffers should arrive early to be a Greeter, handing out bulletins and visitor cards.

If you arrive at the church building before someone with a key, please clean up the grounds, checking for any trash or sticks and generally beautifying the property.

The Worship Team is in charge of setting up the stage and doing sound checks; if you aren't going to be playing or singing, please do not mess with any of the instruments on stage! Worship Team members should always arrive early to practice.

Church Attendance. It is expected that, while on Oakridge property, all Staffers (and guests of Staffers!) will attend our Sunday morning worship service at Oakridge Community Church. An exception is allowed for Summer Staffers who are faithfully involved with another local church. Sunday lunches may be provided to all Staffers at Oakridge, or Staffers may purchase their own lunches.

Staffers should not schedule any other meeting or activity on Sunday mornings; if there is a group present at the camp on Sundays and Staffers are requested to stay behind, then allowances will be made.

During the year, Full-Time Staff and Interns must attend our Wednesday evening service, held at Oakridge Camp. During the summer, Wednesday services may or may not occur; but Staffers will be expected to attend when it is held.

Outreach. Summer Staffers will be called upon to assist in outreach and church ministries. This may include Youth Meetings, cleaning church facilities, evangelizing, helping with Outreach Meetings, etc.

During the year, Outreach Meetings are mandatory for Interns and expected of Staff. Presently, Outreach Meetings generally occur every other Sunday.

CORRECTION OF GUESTS

Before the start of an activity, be sure to inform the group of all rules and regulations related to that activity; this way there is less chance of a violation occurring. If an offense does occur, Staffers should offer correction. Always remember that no matter how a guest acts, you should always remain calm and polite. Try to downplay the offense or redirect the guest into proper behavior; don't call them out in front of other guests.

If the offense occurs again, then step aside with the offending guest and give a kind verbal correction. Be sure to avoid strong negative speech. If the guest reacts in an unsatisfactory manner, warn that repeated misbehavior will result in the guest being taken to an authority or the loss of participation in the activity. Remember, be firm, but be polite!

If the guest continues to violate the rules, a Staffer should take the guest to their group leader; explain to the leader the nature of the offense and the guest's noncooperation. If this leads to an unsatisfactory result, inform the Administrative Team of the situation.

Remember that Staffers should NEVER use physical force with guests unless there is a fight or the possibility of physical harm.

FINANCES

Personal paychecks. Paychecks will be handed out every Friday after Staffers have met the necessary requirements. Those requirements include successfully quoting that week's memory verse, passing room inspection, any fines have been addressed, and all cleaning around the camp is finished.

Room and board is automatically taken from your weekly pay. Please do not ask about another Staffer's pay, and please do not complain about how much another Staffer is paid.

If you lose your check, there will be a \$5 fee for the issue of a replacement check. Staffers can ask Grandma for a reissued check, and remind her to deduct \$5.

FINANCES (CONT'D)

Staff fund-raising. Oakridge recommends that Interns and Full-Time Staffers prayerfully consider raising a portion of their own support through fund-raising for salary needs. This fund-raising could minimally consist of the sending out of a monthly newsletter to prayer and support partners. All of Brian's salary is raised through this type of fund-raising.

Oakridge will give 50% of all money raised by a Staffer to that Staffer, after expenses. Some Oakridge Staffers may not need to raise support funds because they are financially independent.

Staff reimbursements. Staffers will be reimbursed for personal money spent on ministry expenses. In order to receive reimbursement, the Staffer must have the purchase authorized by Oakridge and turn in the receipt of the purchase to the Administrative Team. On the receipt, be sure to write the amount spent, the date, the description of the expense, and who to reimburse.

Oakridge checks. Staffers may sometimes obtain an Oakridge check to purchase something for the camp. If you ever think you may need an Oakridge check, please do the following:

- Determine the area you'd like to make a purchase for (interior decoration, Snack Shack, Office, etc.) and speak with the leader of that area
- If the leader thinks the need is legitimate and timely, have the leader go to the Administrative Team and get an Oakridge check or an Oakridge credit card for you

We ask that all Staffers do so in order to minimize the number of people getting check or credit card information and the number of receipts being turned in. It is also important that every leader is aware of what's going on within their area.

GIFT SHOP POLICY

Staffers are welcome to purchase items from the Oakridge Gift Shop. There are no discounts given for Gift Shop items, and Staffers are not given a “tab” for the Gift Shop. You must pay full price and you must pay immediately; if you don’t have the money, don’t buy it!

If you’re running the Gift Shop, don’t just sit around on your bum! You can stock and price items, sweep up, organize, and tidy around the outside of the shop by raking, sweeping, or pulling weeds.

When the Gift Shop is closed, the lights and AC must be turned off. If you’re closing down the shop, make sure everything is up to the Oakridge cleaning standard and always lock the door. Take the money bag immediately to the Administrative Team.

Remember, the theft or mishandling of Oakridge money will not be tolerated.

INTERNET POLICY

There is wireless internet on Oakridge Property, and Staffers may be able to access it in their lodging, depending on where they’re staying. For the safety of all residents and staff, there should be no online chatting with unknown parties, no giving out personal or camp information to any “new friends,” and especially no visiting inappropriate sites.

If you need assistance in this matter, please use the counsel and support you have here at Oakridge as a form of accountability.

KEY POLICY

All Staffers should have a key to their own room. The Administrative Team will decide who should have a key for any other buildings. Generally, all Full-Time Staff will have a master key and a key to the Snack Shack.

Staffers must not copy any keys without permission, nor should you give your keys to any non-Staffer for any reason; you may loan your key to another Staffer, but be sure to get the key back. Staffers must keep up with their own keys. There will be a \$5 key replacement fee, if the Administrative Team chooses to give you another one; Staffers should never change any locks on site without permission.

KITCHEN HELP POLICY

- Staffers must always put on a head covering or hat when entering the kitchen to serve or prep food; head coverings must always be put away in the designated areas in the kitchen afterwards.
- Staffers must always wash their hands.
- Be aware of what your team is doing and make sure your job is being done.
- Don't just take up space! Make sure that you are being productive.
- Do not allow food particles or grease to go down any of the sink drains. Be sure to scrape all food into the trash before rinsing off dishes.
- Do not go into the walk-in unless you are asked to do so. Anything that you want to access for yourself will be available through the glass doors; food and drink items left here are considered "up for grabs."
- Staffers should be careful about leaving coffee pots or foods unattended.
- After Staff meals, do all of your dishes, and be sure to offer any leftovers to other Oakridge Staffers.

Prep/Serve Team. The Prep Team will arrive 30 minutes before all meal times, ready to work and prepare food and drinks. The Serve Team will arrive 15 minutes in advance and will check with the cooks to see what needs to be served. Make sure you know the correct amount to serve and make sure that there is always enough food out for the guests. Staffers should not tell guests that they "have to" take anything; just tell the guests to give the item to somebody else (for our breakfast and lunch program).

Dining Hall Team. The Dining Hall Team will serve drinks, watch trash, and clean up any messes. Make sure the trash is empty, even when you are eating! After meals, Staffers will wipe down tables, sweep the floor, spot mop, put away and clean up the drink area, and empty all of the trash cans in the Dining Hall.

Dish Team. Dishes should be done in this order: scrape, pre-rinse, wash, rinse, bleach rinse, and dry. Put hot, soapy water in one container and hot bleach water in another; add only one capful of bleach to the bleach water. The Dish Team gets to eat before all other Staffers, but they must eat in the dish pit.

LEAVING THE GROUNDS

Staffers should not leave the Oakridge property during the summer without verbal permission and signing out. We must know where all of our Staffers are at all times. There will be a form posted to fill out when you leave and return to the grounds. Staffers must always fill out this form after they've received permission to leave.

Please observe the three-person rule when leaving the grounds.

MAIL POLICY

Incoming. Staffers should feel free to give the Oakridge address as the place to receive their incoming mail. However, do not give out your address or Oakridge's address to just anybody and everybody. Also, be sure to notify whomever it may concern about your change of address when you leave Oakridge.

Outgoing. Staffers can drop off their mail at the office, but their mail must be stamped. You may purchase stamps from the office for \$0.50 (when available) and we'll be sure to mail it out for you.

MEDIA POLICY

Movies. For Summer Staffers, movies will be offered as group events only. During the summer there is to be no movie viewing which is not planned by Oakridge. Oakridge provides a monitor, VCR, and DVD player for Staffers to use; the location of these will vary. There is a great variety of films and television shows out there, as well as a variety of perspectives on how appropriate each may be. On one hand, Oakridge does not want to judge anyone for their viewing choices; on the other, Oakridge doesn't want to encourage a slack attitude. Out of respect for the difference of opinions, we have the following guidelines that all Full-Time Staff and Interns will follow:

- All movie and TV show selections must be approved by Brian, Sheldon, or Jaime. Staffers must get permission before they rent, purchase, or begin viewing. Generally, you should be able to discern whether or not you'll get permission to view a movie; if you're ever in doubt, then select something else.
- Some of our VCR or DVD players are equipped with Guardian, which should silence 90% or more of any profanity in a movie. Always make sure the Guardian is engaged when viewing a movie or TV show.

MEDIA POLICY (CONT'D)

- Movies or television shows to be totally avoided are those which include sexual nudity, pervasive language, graphic violence, or material which is offensive to other Staff.
- Movies or television shows to consider avoiding are those which include themes which are generally inconsistent with Christianity or those which other Staff recommend avoiding.
- Full-Time Staff and Interns should be wise and ask other Staff about each movie or television show they're considering viewing. If others suggest avoiding it, then you should strongly consider doing so!

Oakridge wants absolutely no movies or shows viewed which contain any sexually-oriented nudity or improper sex scenes. Movies that promote sexual immorality in a positive light or that use graphic sexual speech are discouraged.

Our perspective on movie violence is that it is faked; we know that nobody was really blown up or shot. However, the nudity and profanity in movies is real. This is why Oakridge is more comfortable with movies rated for violence. Please remain cautious about overtly violent scenes.

Staffers can go to pre-approved movies as a group with permission. Clearance must be received from the Administrative Team, and all minors must have parental permission for all PG-13 and R-rated movies.

Before viewing a movie as a group, be considerate and determine each person's comfort level with the selection. Try to pick something everyone can enjoy! If you feel uncomfortable about any movie, you can dismiss yourself from viewing.

Oakridge recommends watching group movies in Staff houses, particularly where there is a VCR or DVD player with Guardian enabled. Please avoid watching movies on laptops unless you have something similar to Guardian installed.

Music. During the summer, Oakridge has a no secular music policy. This is in place to honor our more conservative guests; it's also a way for us to help each Staffer focus more on the Lord throughout the summer. Christian music or approved instrumental is allowed.

Headphones are not to be used during any Oakridge Staff outing; we use those times for fellowship among the group! Headphones may be used during grounds work or other kinds of work in which the Staffer is apart from guests.

If you have to ask yourself, "Is this music Christian?" then it probably isn't.

Be respectful of having your music playing too loudly. If someone asks you to turn your music down, do so cheerfully and without a bad attitude. If someone objects to your music, then honor them and do not listen to it.

Phones and texting. If possible, have family and friends call you on your cell phone at a designated time. If you don't have a cell phone, you may call them collect or with a calling card from a payphone. Staffers will pay for any long-distance calls made from the Oakridge phones, whether incoming or outgoing.

Line One (405-247-5433) is our main office line. It is preferred that family and friends do not call on this line, but Staffers may give this number for use in case of an emergency.

During the summer, Staffers must not use their cell phones during work hours. This includes personal texts. The only exception are work-related calls from other Staff. If you are caught abusing this privilege, you will be asked to leave your cell phone in your lodge.

Oakridge will pay for all local calls made by Staffers; but you are responsible for long-distance. Once a month, the Administrative Team will give you a phone bill if you've made calls on Oakridge lines. Always be respectful of others when on the phone.

There is a phone call and text message curfew for all Staffers at midnight. We all need to be respectful of others and the need to sleep. There should be no phone calls prior to 6 a.m. unless they are ministry-related; calls between 6 and 7 a.m. should be taken in private so as not to disturb others who may be sleeping.

MEMORY VERSES

As part of Staffer ministry and development at Oakridge, all Staffers will study and memorize pre-selected verses from the Word of God. You will be expected to have each week's verses memorized by no later than Friday morning; Staffers ought to be able to recite or write down the verses word-for-word and be able to cite the reference.

There will be designated Staffers to whom you will quote your verses.

Any Staffers who so desire may quote verses, chapters, or whole books of the Bible from previous years at Oakridge.

OFFICE POLICY

Staffers should not be in the office unless they are invited or unless they need to be there. Brian and the Administrative Team are always hard at work and should not be bothered; Staffers should never come into the office just to sit around or chat!

The office key has minimal copies for security reasons. Staffers should never be in the office without a Full-Time Staffer or Intern for any reason whatsoever.

The Administrative Team will generally handle all registrations with groups, but other Staffers may be designated to assist in that area. If you aren't asked to help, please allow the Administrative Team to handle all scheduling, communication, availability, rate inquiries, etc. with groups; they know what has been said to whom, when it was said, and which questions have been answered. If you are met by someone with these kinds of questions, please refer them to the office. Any person who is interested in a tour of Oakridge should also be referred to the office.

Staffers should not receive payment from anyone and should instead allow the Administrative Team to receive payments and give out receipts. If a situation arises wherein none of the Administrative Team are on site and you must take a payment, explain that a receipt will be mailed out and inform the office ASAP of the payment. Remember that you will be held personally responsible in these situations, so keep track of any cash or checks!

If someone asks to see Brian, refer them to the office unless you know where he is. Anyone with inquiries about the camp should be referred to the office first, then to Brian afterwards to discuss any details.

RELATIONSHIP/PHYSICAL CONTACT POLICY

Oakridge would love to see the establishment of life-long couples growing out of Staffer relationships as the years roll by. Couples that develop a relationship must be mindful of the following policies:

- Maintain a positive Christian testimony throughout the relationship.
- Do not allow the relationship to interfere with ministerial responsibilities.
- Parental permission must be granted for any relationship involving minors.
- Avoid physical displays of affection.
- Develop meaningful relationships with other Staffers, not just your “main squeeze.”
- Consider choosing an accountability couple from among the Oakridge staff to advise you in the relationship.
- Oakridge has a 6-inch-apart rule for dating relationships (excluding greetings, etc.).
- Basically, no unnecessary touching! And please remember that just because you’re dating, that doesn’t make it necessary.

Oakridge feels that these rules will be extremely helpful to our Staffers and guests, so we do expect you to cheerfully comply. We feel that your time here at camp will be an excellent chance for you to focus on the Lord and His will for you. Please realize that this is not only a rule you need to follow, it is a mindset that you need to adopt.

Staffers should dedicate this summer to really directing their attentions toward God and His work performed through Oakridge. If you come to camp looking to make great lifelong friends, you are sure to make many! Just be careful and wise.

Guard your Actions!

Guard your Speech!

Guard your Attitude!

Do not allow yourselves to get into a difficult situation which hurts you, the other person, or Oakridge Ministries. Seek counsel and prayer if you need assistance.

REQUESTING TIME OFF POLICY

Personal days. All Staffers have one unscheduled personal day per month that also acts as their sick day. These days do not roll over into other months. Any portion of a day over two hours counts as a whole day. When Staffers take a personal day, they must make sure that all of their responsibilities for that day will be covered.

There will be a pay deduction of 1/5 of a week's pay when one of these personal days is taken.

Vacation. Staffers are given 10 days of unpaid vacation time. These days are in effect starting on the day of hire (usually October 1st for Interns). These days do not roll over. Each extra day taken will result in a fine of 1/5 of a week's pay.

Staffers should request their vacation time two weeks in advance.

Holidays. Staffers receive six days of holiday time:

- Two days for Thanksgiving (day of and day after)
- Two days for Christmas (day before and day of)
- Two days for New Year's (day before and day of)

Weekly day off. During the year, Oakridge Staff is generally off on Saturdays. Individual Staffers may switch their day off by clearing it through their overseers. A typical work day for Full-Time Staff and Interns is 8:30 a.m. to 5:30 p.m., which a one-hour lunch break taken at 12:30 p.m.

Summer Staffers usually get one afternoon off per week and every other weekend; they are also allowed one "crash and burn" personal day per month but must let other Staff know so that responsibilities can be covered. "Crash days" lose a full day of pay.

Off-time request form. In order to request time off, Staffers must fill out the appropriate form in the office in a timely manner. Oakridge prefers requests be made two weeks in advance for vacation, and a minimum of a week for personal days taken. Exceptions will be made in the event of illness or an emergency.

RESPONSIBILITY REMINDERS

Responsibility Reminders (aka RR's) are Oakridge's way to make sure that all Staffers are abiding by all Oakridge rules and regulations. If you receive an RR, make sure not to develop a bad attitude about it; remember that the Administrative Team does not "give out" RR's, you personally earn them through violating Oakridge rules and guidelines. Violations are divided into two categories, intentional and unintentional.

Any fines accrued through RR's will be automatically deducted from the Staffer's paycheck for that week.

Staffers may come to the Office to report a violation of a rule and request a Responsibility Reminder. To remain fair and avoid being legalistic, we have some guidelines for RR's that all Staffers should follow.

Observation. Two Staffers must observe the violation whenever possible. The RR must then be signed by an observer and by the person violating the rule; if the situation goes unsatisfactorily, please inform the Administrative Team.

Individual RR's will be given privately when possible. A comprehensive, anonymous list of RR's will be given to the Staff to review what areas require more attention or what areas have been improved upon.

Unintentional offenses. Staffers will receive their first RR as a warning only; this will note the violation of a broad category and include a specific statement of offense. Further offenses will result in the Staffer being fined; fines increase in \$2 increments.

Warning	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
\$0	\$2	\$4	\$6	\$8	\$10

Intentional offenses. No warnings will be given for intentional offenses. Instead, Staffers will be immediately fined. The first fine will be \$10, with upward increments of \$10 per intentional offense; continued intentional offenses will also result in the loss of Staffer privileges. Which privileges are lost will be determined by overseeing Staff.

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
\$10	\$20, loss of privileges	\$30, loss of privileges	\$40, loss of privileges	\$50, loss of privileges

Determination and appeal. Overseeing staff will determine if offenses are unintentional or intentional. All Staffers may appeal to a triumvirate—a group of 3 leaders of their choosing. The triumvirate will hear your case if you'd like to clarify the offense. Majority vote will determine whether your offense remains as is or is changed.

Damages. If a Staffer damages, loses, breaks, or misuses Oakridge equipment due to negligence or irresponsibility, up to 50% of the repair or replacement value will be paid for by that Staffer. The total cost of damages is to be determined by overseeing staff.

If the Staffer so chooses, they may resign immediately rather than pay.

If an offense qualifies for an RR as well as a damages cost, then the higher of the two fines will be assessed.

Categories of RR's	Examples
Assigned Tasks	Job performance, key areas of responsibility, completion of task, memory verses
Attendance	Promptness, church attendance, sick days, requesting off-time
Buildings	Lights, cleaning, trash, A/C, awareness
Equipment	Care of equipment, putting away of equipment, asking permission
Group Relations	Dealing with guests
Media	Movies, music, cell phone, internet usage, computer usage
Personal	Hygiene, personal lodgings, adherence to dress code, professional appearance
Staff Communication	Respect, language, attitude, behavior, relationships
Staff Manual	Violation of anything within the staff manual
Staff Supervision	Working with and/or overseeing other staff
Vehicles	Parking, driving too fast, vehicle cleanliness, personal vehicles
Other	Any sort of violation which does not fall under the above categories

Termination. If violations continue and RR's or fines are doing nothing to change the situation, then the Staffer may end up being terminated. Please remember that Oakridge reserves the right to terminate employment at any time, for any reason, with or without notice.

RETREAT/EVENT PREPARATION

Before a group arrives, Oakridge Staffers must make sure that the following are fully prepared to ensure a successful, safe, and happy retreat/event.

Administration. Brian and the Administrative Team in the Office will be sure to take care of any and all administrative needs for the group.

Dorms and lodges. Staffers will work to make sure all dorms, lodges, etc. are cleaned to Oakridge standards and ready for use.

Food service. Miss Vicki and the kitchen team will be preparing delicious meals for our guests (and our Staff!).

Gift shop. Staffers will need to make sure that the Gift Shop is cleaned to Oakridge Standards and is well-stocked for the coming group.

Grounds. Staffers will do a thorough going-over of the grounds, making sure that Oakridge is trash-free and looking beautiful; we want our guests' first impression to be a good one!

Recreation. Staffers will make sure that all recreational activities to be used by the group are prepared. This may include cleaning, stocking supplies, and the checking of equipment.

Snack Shack. Staffers will clean up in and around the Snack Shack and make sure it matches Oakridge standards. Checking and stocking inventory may also be necessary.

SNACK SHACK

During the year, Oakridge provides a \$5 Snack Shack tab each week for all Staffers. During the summer, this tab is \$10 per week. All Staffers must pay full price for all items in the Snack Shack; there are no "employee discounts." You must pay immediately for the items you buy. If your tab runs out in one week, you must pay cash or wait until the next week's tab begins; tabs do not roll over month to month.

Another Staffer must write the billed amount on your tab sheet. No Staffer may enter the Snack Shack alone to purchase a snack; let's all use the buddy system to help uphold the honor system!

When closing down the Snack Shack, Staffers must make sure that every window and door is closed and locked.

Once you've closed up, you must take the money box to the Office immediately. Immediately take out the trash.

When opening, closing, or cleaning, always use the checklists provided for you!

STAFF MEAL POLICY

Staff meals are provided by Oakridge much of the time. Provided meals include breakfast, lunch, and dinner every time we have guests being served by Oakridge. During the summer, breakfast and lunch will be provided Monday through Friday.

When guests are not on the property, Staffers may:

- Eat leftovers in the main dining hall. Staffers should try to eat together when in the dining hall, to minimize mess, clean-up, and kitchen use.
- Eat meals in your cabin/lodging. Remember to clean up afterwards!
- Be invited as a guest to eat at another Staffer's house. If so, please help them to clean up the mess.
- Staffers may eat off-site at their own expense.

No matter when, what, or with whom you eat, always be careful about messes and spills! Staffers must clean up promptly after each meal to avoid drawing bugs into our lodgings. And always HELP clean up!

When to eat. Staffers should wait to go through the line until after guests have been served. The Dish Team and those Staffers that are leaders in the very next activity can eat near the front of the serving line, for the purpose of being able to get ready for the next event. Staffers must go through the actual food line to be sure they are each counted for the Summer Food Program.

Where to eat. Always make sure that our guests have been seated first. Feel free to mingle with guests, but be cautious about giving too much attention to any one camper (especially of the opposite sex) or one group of campers. Always sit in the dining room unless otherwise instructed. Be mindful of messes, trash cans, guest needs, etc. We are all Oakridge Staffers, not socialites!

TRASH POLICY

- There should be a trash bag in every trash can at all times. Some outside trash cans have a rock in the bottom of them to weigh them down; leave the rock there!
- Trash should be combined into one bag as often as possible. Take FULL bags to the trash truck or the dumpster.
- Pick up trash on the ground, instead of just walking past it.
- Make sure all trash is bagged and tied, not loose!
- All trash goes to the dumpster every night.
- Never leave trash overnight, whether it's inside or out!

VEHICLE POLICY

All Oakridge Staffers will need permission to:

- Drive Oakridge vehicles (licensed drivers only)
- Drive minors off the property (18 and older only)
- Borrow someone else's vehicle

Oakridge knows that everyone who has a license will want to drive on occasion, but we can't have all of our Staff driving all the camp vehicles around all the time. We need to limit our runs into town and make them productive! Staffers should be sure to run multiple errands at the same time; driving back and forth into town wastes gas and there is always the matter of our Staffers' safety.

Staffers must not abuse, mistreat, ramrod, or drive recklessly in any of the vehicles. When in a vehicle, drive slowly! Some of them are beat up, but it's the camp that owns them, not you. All Staffers must treat the vehicles with the utmost respect, just as you would have people treat your very own vehicle.

When finished using a vehicle, make sure any trash is cleaned out of it, all of the windows are rolled up, and the key is back in its proper place. If you use an Oakridge vehicle for personal use, you will compensate for the gas you've used up.

Only Staffers who are over 21 can drive ministry vans. The bus requires a commercial license. If you need to drive somewhere, ask which vehicle you should take.

VEHICLE POLICY (CONT'D)

Please be aware that some vehicles are assigned to Staff families.

Some Interns and Summer Staffers will have their own vehicles, and may drive those vehicles as they wish. However, during the summer, Staffers may not drive off of camp property without permission. Oakridge must know where all of our Summer Staff are at all times. Therefore, we will use a sign-out sheet.

During the year, Staffers should be respectful and let the Office know when they're leaving camp.

Vehicle maintenance will be conducted regularly, but vehicles should generally be checked with each use.

The Administrative Team will issue keys as necessary.

Personal vehicles should be maintained regularly; their appearance will reflect on Oakridge and Staffers should be aware of how presentable their vehicles are. Staffers must only park in designated areas, and should never park in the middle of roads throughout the camp. Staffers may not park in the driveway next to the Snack Shack.

Licensed Staffers are allowed to drive into town for supplies for the camp, or on their own time for food, personal purchases, etc. If you are going into town, always try to ask other Staffers if they need anything. This is just a courtesy to help manage everyone's time; we don't want to make five Wal-Mart runs every day!

Please remember that the three-person rule does apply to driving into town.

VISITATION POLICY

Family. Oakridge would love to have Staffers' families come and visit any time they like. Please be sure to make reservations with the office in advance. Your family should be mindful that even when they're here, you will need to fulfill your responsibilities; try and have your family visit during your off-times. If your family would like to eat meals at Oakridge or even stay the night, that's fine! Family members should give a love offering for meals, lodging and activities. Just remember that when your family leaves, it's your responsibility to clean the room that was used.

Friends. Staffers' friends may visit Oakridge as well. Please be sure to make reservations with the office in advance. Remember to be mindful that, even while your friends are visiting, you will need to fulfill your responsibilities. Friends should give a love offering for meals, lodging and activities.

If your boyfriend/girlfriend comes to Oakridge for a visit, please be cautious about spending too much time with that person. Remember that we're here to serve our guests, not develop romances! Please remember that the three-person rule always applies, even during visitations. Staffers should not put themselves into any situations that could result in compromising their own or Oakridge's standards.

WORKING WITH FRIENDS

Sometimes friends come together to work at Oakridge as Staffers. This is fine! However, occasionally the friendship can get in the way of work. All Staffers should stay focused on their jobs, whether their relationship with a friend is going well or not. Staffers should never let a friend hinder them from doing their job. And remember, friends don't let friends slack off!



NOTES

Oakridge

CAMPER RULES AND MISC.

ALL STAFFERS SHOULD BE AWARE OF CAMPER GUIDELINES AND MISCELLANEOUS INFORMATION.

The next few pages include all of the guidelines put into place for all campers and guests who visit Oakridge. It's important for our Staff to know these rules backward and forward! Some of them, such as the Room Rules, are also to be followed by all Oakridge Staffers.

Also included are some specialized Oakridge regulations that don't quite fit with the usual Staffer guidelines. Every member of Oakridge Staff is expected to be aware of the following information so that they'll be prepared if they should ever find themselves in need of implementing it!



OAKRIDGE CAMPER GUIDELINES

Welcome. Welcome to Oakridge Christian Camp & Retreat Center! Please have fun, enjoy camp, and get to know the Lord and other believers better, and be sure to participate fully in all the activities!

Registration. Every guest must have a signed release of liability form to be on Oakridge property. If you have not filled out this form, see the Oakridge office immediately after check-in.

Meals. Please be on time! And please take what the Staff have provided for you. Oakridge is involved in a summer food program that requires that we must give a certain amount of food to each individual under the age of 19; this requirement is only applicable during breakfast and lunch. During dinner, you can choose what you do or do not want. Please dump all liquids into the dump-bucket. Oakridge works hard to provide great meals and snacks for all campers!

After a meal. Please stay seated in the Dining Hall after a meal until you're dismissed by your group leaders.

Restrictions. Oakridge is a drug-, tobacco-, alcohol- and weapons-free environment! Please do not bring any alcohol, tobacco, drugs, weapons, fireworks, matches, lighters, bad language, bad attitudes, inappropriate physical contact, pets, teasing or bullying to camp! Be sure not to take anything that isn't yours, and please do not disturb any Oakridge buildings or equipment!

Litter. Please do not litter! There are trash cans available for you in every room and all around the camp.

Medicine. Give any medicines you brought to camp to your group leader, who will dispense it to you as needed. Oakridge does have First Aid Kits available if necessary.

Clothing. Oakridge discourages immodest, suggestive, or revealing clothing.

Money. It is recommended that campers give their money to their leaders or buy a Snack Shack card. Otherwise, it's up to you to keep up with your own money!

Notifications. Listen for PA, whistles, bells, or megaphones to indicate announcements, meals, and activity times.

Team games. Campers should plan on participating in all activities. Your team will help and encourage you, and you should help and encourage all of your fellow team members!

Questions. Ask your group leader or your team leader any questions you may have. If they don't know the answer, they'll find it out for you!

Caution. Please realize that some games, activities, and property are potentially dangerous. Campers must be very careful with such things as the Go-Karts, the cliffs, archery and riflery. Oakridge is praying for no injuries this week!

Curfew. For Kids' Camp, 10:30 in your room (IYR), 11:00 Lights-Out; for Youth Camp, 11:30 IYR, 12:00 Lights-Out. Campers may not leave their buildings before 7:00 a.m. unless they're accompanied by an adult!

Three-Person Rule. Oakridge recommends having a minimum of three (3) people wherever you go, especially when you're having free time or breaks, up on the cliffs, etc. Of course, the bathroom does not apply!

Stage and Equipment. Please stay off of the stage areas where instruments and music equipment are kept. Please do not touch the light and sound boards, staff props, etc. without permission from Oakridge Staff.

Chapel and Dining Hall. Sometimes, the Chapel or the Dining Hall will be locked to protect equipment. Do not try to enter these buildings when no Oakridge Staff is present.

OAKRIDGE ROOM RULES

Please...

- Respect the buildings and the room you're staying in!
- Clean up any messes you make, and keep your own room and bathroom clean.
- Wipe your shoes before entering any building.
- Close outside doors and turn off all lights as you leave a building.
- Stay in your room after Lights-Out, except for bathroom needs.
- Respect our Lights-Out and In Your Room policy, especially if you are in a building with another group!
- Respect the privacy of other people's rooms and belongings.
- Let Oakridge Staff know of any need, problem, or damage.
- Notify your group leader in the event of an emergency.

OAKRIDGE ROOM RULES (CONT'D)

Please do Not...

- Tape, nail, write, or stick up anything on the walls or ceiling.
- Move furniture (especially beds!).
- Mistreat the mattresses, pillows, blankets or towels. Do not take them outside!
- Climb out the windows; do not slam windows or doors.
- Leave your building after Lights-Out (except in an emergency); absolutely no sneaking out of rooms or buildings!
- Go into any other person's room without permission.
- Go through any person's belongings or take what isn't yours.
- Go into any other building except the Dining Hall, your own lodge, Chapel, or bath houses.
- Get out of control with practical jokes.
- Adjust heat or A/C; your group leader will do this.
- Lock the doors if you do not have a key.
- Leave water running.
- Flush any napkins, paper towels, etc. down the toilets! Trash cans are provided for you to throw these kinds of things away.
- Use the toilet paper for anything except its intended purpose. Ask your group leader if you need any instructions!
- Guys are not allowed in girls' dorms FOR ANY REASON.
- Girls are not allowed in guys' dorms FOR ANY REASON.

Please note: you are responsible for any damages to your room and your building, so please be kind and be careful!

ABOUT STAFF CHILDREN

Children's workloads. Staff parents will determine the workload of their children. If help is needed, Oakridge Staffers can feel free to ask a Staffer child for help; but Staffers must realize that parents have the final call on what their children can or cannot do. Please don't ask children to help with anything that is potentially dangerous. And never ask a Staff child to do your job!

Children's belongings. Staff children should know where their own personal area is, and do their best to keep their belongings there. All personal areas should be kept locked or secured whenever Oakridge guests are present. Orientation with guests will include an explanation of where private property is located, and hopefully guests will honor that.

Bikes and scooters should be ridden with safety in mind. Staff children may want to consider locking bikes and scooters up at the Dining Hall when Oakridge has guests to prevent guests from playing with them. Children should be careful to keep up with bikes, especially when guests are at Oakridge; otherwise, some guests may feel free to take bikes and scooters for a ride. Staff children should keep all of their belongings out of the way of walking traffic flow.

Children's Safety. In order to minimize possible confusion, accidents, misunderstandings, etc., Oakridge recommends that Staff children follow the suggestions below:

Staff children should leave Oakridge property only with parental permission and with the supervision of a Staffer or other individual approved by a parent. Children and Staffers should always ask a parent, just to be safe and respectful.

Staff children should never be alone with any Staffer, camper, guest, etc., unless approved by a parent.

Oakridge has many dangerous areas — even life-threatening areas. Areas to avoid without supervision include the highway, the cliffs, electrical boxes, poles and wiring, trees with low or loose branches, buildings under construction, and some Oakridge activities.

Children must never get in or near a vehicle with anyone they do not know. Notify adults of any strange vehicles or persons on the property; stay in groups!

Staff parents should teach their children about improper touch. Children should know that if someone does something that the child doesn't want them to do, the child should do the following:

- Tell the person to stop
- If the person doesn't stop, try to get away
- Scream for help and/or run away for help

Parents should instruct children not to be intimidated by threats against parents, family, or friends. Staff children should talk openly with their parents whenever they have fears or worries.

COUNSELING

Oakridge generally desires that men counsel boys, and women counsel girls. The exception is if there are three people talking together, or specific issues are being discussed with permission. If you or someone else needs serious advice, seek a spiritual person of the same sex.

EMERGENCY PREPAREDNESS

Tornado. Oakridge Staff will come immediately to the office and bring a flashlight. Guests should review the posted sheet in each room.

Thunderstorm. Get into a building, preferably your Staff house. Turn on the radio and listen to see if a tornado is developing.

Fire. Notify Oakridge leaders immediately; they and you will decide about the need to call 911. Use fire extinguishers.

CPR/First Aid. Try to find adult help immediately, preferably someone trained in CPR or First Aid. If no one is around, conduct CPR/First Aid according to your own certification and comfort level. Get help by yelling, running for someone, etc.; get a group leader first, and then our Full-Time Staff.

If you need some First Aid help, go to the office or kitchen; generally there is someone in those areas. There will usually be a First Aid kit available at all events.

SEXUAL COMMUNICATION

Sexual suggestiveness, flirting, inappropriate text/picture messages (sexting), graphic sexual verbiage, and physical contact are prohibited at Oakridge. Please guard yourself and others from inappropriate expression in this area.



NOTES



NOTES

Oakridge

ACTIVITY GUIDELINES

OAKRIDGE PROVIDES A WIDE VARIETY OF ACTIVITIES, AND STAFFERS NEED TO KNOW THEM ALL!

From Archery to the Trampoline, each of our activities has rules put into place to ensure the safety of our guests and Staff. Be sure to learn the regulations for every activity so that you can answer any questions any guests may have!

Always make sure that all equipment is checked in at the end of every Activity time. If not, give the Office the name of the person that last checked out the equipment so that an announcement can be made concerning the missing equipment.

For kids' camps, an adult must check out and check back in with any equipment.

For youth camps, an adult or a youth may check out and check in.

Be sure to check for damage on any equipment, and be sure to notify the Administrative Team of any damages.



NON-SUPERVISED ACTIVITIES

Tetherball	Pool Tables	Confidence Course
Air Hockey	Basketball Shoot	Children's playground
Ping-Pong	Trampoline	Crazy Maze
Carpet Bowling	Giant Chess	Horseshoes

SUPERVISED ACTIVITIES

Water Slide	Swimming pool/hot tub	Crazy Maze
Archery	Riflery	Power Bounce
Confidence Course	Human Foosball	Climbing Wall
Moon Bounce	Go-Karts	

CHECK-OUT ACTIVITIES

Check out equipment from the Snack Shack

Mini-Golf	Box Hockey	Croquet
Badminton	Frisbee Golf	Volleyball
Basketball	Bocce Ball	Baggo Toss

ADVENTURE ACTIVITIES/TRIPS

Laser Tag	Lake sports (off-site)	Paintball
LETRA/Mt. Scott (off-site)		Rappelling (on- and off-site)

LAKE SPORTS

At Ft. Cobb Lake

Water skiing	Knee boarding	Canoes
Sailboats	Tubing	Big Banana
Parasailing	Wind Surfing	

ARCHERY

- Must be supervised by Oakridge Staff.
- All Archery equipment is located in the Paintball Shed attached to the guest laundry room. The Archery range is beside the Human Foosball court.
- Archery equipment includes three targets, three stands, two 15-pound recurve bows, two 25-pound recurve bows, and 15- and 25-pound compound bows. You may carry three sets of six arrows (use different colors). Each target gets one of each recurve bow; the third target is for compound bows. You may use four arrows per target; the remaining two are extras.
- No one is to step past the shooting area until all arrows have been fired and all bows have been laid down.
- There are two calls to be remembered: “Range is hot” means open fire, and “range is cold” means cease fire, lay down bows, and collect arrows.
- People cannot pick up a bow until the range is clear. Load the arrow to the inside of your arm, different color feather away from the bow, keep elbow slightly bent. Draw your hand to your cheek, aim over the wrist, and release.
- Make sure to put back all of the equipment that was used.

Go-KARTS

- All riders must wear a seat belt and a helmet.
- Try to find a helmet that fits reasonably well. Goggles are available to minimize dust.
- Slow down for all curves, especially sharp ones.
- Keep arms, legs, long hair, and loose clothes inside the Go-Kart at all times.
- Fasten both seat belts, even if you’re driving alone.
- Don’t pass others - stay back enough to not eat dirt.
- In the event of the emergency, use the kill switch on the dash in front of the driver’s side.
- Remain seated or standing behind the chairs in the safe area - do not cross the track

- People seated in the benches in the front are the next to load - users will move from standing to benches, then from the benches to the Go-Karts.
- Only load when all carts have been stopped and unloaded. Load and unload from the starting lane only.
- Oakridge Staff will stagger-start guests on the track.
- Do not bump the carts. Do not collide with objects or other carts.
- If users go out of bounds (past the tires) or get slightly reckless, they will lose one lap. If users flip the cart or drive extremely recklessly, they will lose all driving privileges for the length of their stay.
- Drive with both hands on the steering wheel.
- Only operate these carts under the influence of the Holy Spirit.

LAKE TRIP

Staffers must remember that they go to the lake to work, not to play only. Staffers should be sure they are always mindful of helping with guests and equipment. Always be near and available!

Life jackets are required on all boats and rides at all times.

Always have a buddy with you.

Remember to bring the following: two coolers for water, a First Aid kit, trash bags, and cups. Always clean out coolers after use and return them to the kitchen. Remember to clean out all vehicles that were used.

Watch out for snakes in the lake and onshore. Be cautious of rocks and broken glass, and any other sharp objects in the lake or onshore.

Boat. Fill up with gas, check all fluids, make sure the life jackets are in the big bag, and make sure all equipment is in the storage tanks (wrench, plug, carabiner, ropes, etc.). Check the trailer hook-up before pulling out.

Once at the lake, make sure to put the drain plug in the boat before launching. Make sure no important equipment items are left in the vans. Make sure vans are parked and locked. Avoid pulling in too close to shore and make sure trim is in the upright position. Once you launch, be mindful of nearby wake zones.

Canoes/Sailboats. Life jackets are required at all times. Be sure the people are facing forward in the canoes/sailboats. Make sure there are only two people in the two-person boat and only three people in the three-person boat; do not overstock any of the boats.

Be mindful of the canoe/sailboat area and make sure to stay within the designated area. Campers are to stay with the canoe/sailboat at all times while it is in their possession. All equipment (paddles, life jackets, and rigging) must be returned with the canoe/sailboat. Canoes/sailboats must be checked out by Oakridge Staff.

Banana. When loading the Banana, make sure you are in chest-deep water. Load two on one side, three on the other. Make sure full-chest life jackets are worn; there are to be no orange life jackets worn on this ride. Check to make sure the clip connecting the ride to the boat is secure and locked down. Lean into the turns. When you fall, cover your face with your forearms, pull your elbows in, and close your mouth.

Wind surfing. Check the rigging before launching, and always wear a life jacket. The wind surfer must be checked out by Staff before departure. Make sure the frontal line is attached, and always be mindful of the wind surfing area.

Parasailing. The launch area must be clear during take-off and landing. There are six people needed for a successful launch: the boat driver, the boat spotter, the line control, two sail controllers (fluffers), and the parasailer himself.

Be sure that the boat line is attached and doubled back. Check the rope attachment to the harness, double line through the harness, starting knot, two half-hitch, and safety knot, locking safely.

The parasailer must have on a life jacket, harness, helmet, shoes, and optional knee and elbow pads. Right before launch, the ride should resist the pull of the boat.

Do not sit, do not jump, and do not run faster than the boat pulls. On the boat, the line controller must keep the line tight and out of the boat motor. Once the line controller has tension, he must clear the area. Sail controllers must pull tight and high across the front of the sail. The line controller must know his signals and communicate with the boat driver. The ground controller is also responsible for the parasailer's rigging.

LASER TAG

Guns should be taken care of and used with supervision and knowledge of the equipment. All players must go through the orientation. All guns must be returned to the storage box after use.

PAINTBALL

- This is an Oakridge Staff-supervised activity.
- Guns should not be loaded until all players are on the paintball field.
- A face mask must be worn at all times.
- There is absolutely no firing in the safety zone.
- All players must attend orientation before play.
- Players must listen to specific game boundaries given. Boundaries include the safe zone on the north, south tree line, and trail markers on the east and west.
- Do not shoot cows.
- Don't shoot anything other than people.
- Do not shoot anyone closer than 10 feet away from you. This is called a "safety kill" and is not allowed.
- Please be aware of snakes and other dangerous animals.

Please respect all Oakridge property and equipment. Guns and masks must be rinsed immediately after use. If you don't know how to rinse guns and masks, ask Mr. John. Disconnect all air tanks immediately after use. Mr. John will be responsible for repairs and the oiling of the guns.

Remember to put all equipment back where you found it!

POOL/HOT TUB

Pool.

- All guests must take a cleansing shower before entering the water.
- Guests must obey lifeguard instructions at all times
- Only proper swim attire may be worn in the water. Please be modest.

- No diapers allowed in water, unless they are made especially for swimming.
- No pushing, fighting, horseplay, or foul language in the water or on the deck.
- No drugs, alcohol, or smoking in the pool area.
- No glass containers in the pool area.
- No walking with swim fins on the pool deck.
- No climbing on or jumping over the fence.
- Do not use the pool as a toilet. This is not a joke.
- No open wounds, bandages, or communicable diseases in the pool.
- No running on the pool deck.
- Food may only be consumed in designated areas.
- Report any safety issues to the lifeguard.
- Wear a cover-up and shoes to and from the pool.
- No hanging or swinging on the divider rope.
- No running and jumping into the pool; jumping in from the sides is allowed.

Hot tub.

- No running back and forth from the hot tub to the pool and vice versa.
- Enter and exit slowly and cautiously.
- People with heart disease, diabetes, high/low blood pressure, seizures, epilepsy, or other medical conditions are not allowed to use the hot tub.
- Pregnant women should seek their doctor's approval before using a hot tub.
- No unsupervised use by children.
- No children under 5 years of age allowed in the hot tub without a parent. Children cannot cope physically with the heat, which may cause harm.
- No diving, jumping, or horseplay in the hot tub.
- Do not press the button near the tub.

- Limit your time in the hot tub to 10 minutes. You may then shower, cool down, and return again after a brief time. Prolonged use may result in nausea, dizziness, fainting, or hyperthermia.
- No body lotions, oils, or sunscreen in the hot tub.
- No pressing the jets to cause water to spray out.
- No food or drink in the hot tub area without permission.
- No exercising in the hot tub.
- No goggles.
- No submerging.
- No floatation devices in the hot tub.

Diving board.

- Only one person at a time on the diving board.
- Use the ladder to climb onto the diving board.
- Look before diving or jumping to make sure no one is in the diving area.
- Only one bounce allowed on the diving board.
- Dive or jump straight out from the diving board.
- Swim immediately to the closest ladder.
- Dive only when supervised by a lifeguard.
- You cannot catch children jumping from the diving board.
- There is a 250-pound limit.
- Do not swim in front of the diving board area.

Slide.

- You must enter the water feet first, face up.
- You cannot stop while on the slide.
- Only one person at a time on the ladder and slide.
- Look before sliding.
- Do not swim or stand under the slide.
- Do not climb up the slide.
- There is a 200-pound limit.

RAPPELLING

- Pre-check all equipment. Be sure anchor is secure, lines are clear, and safety personnel are in place.
- The person doing the rigging must be the first one to rappel.
- Be sure to rig safety lines, and be sure that the top man and ground control know all of the commands.
- Double-check harnesses for double-back. (“If you see red, you’re dead.”)
- Start hook at a minimum of 10 feet from the cliff’s edge.
- Check carabiner; screw down so you don’t screw up.
- Your front hand is a guide; do not squeeze.
- When you go down the cliff, your back hand is in control. Keep your back hand on your back belt loop and behind you at all times.
- Make sure your body is at a 90 degree angle to the rope, and your feet are shoulder-width apart.
- Make sure your hair is up at all times.
- No sandals, no flip-flops, and no loose clothing.
- When packing up, make sure you have all of the equipment that you came with and that it is packed away properly.

RIFLERY

- Must be supervised by Oakridge Staff
- All equipment is located in the Paintball Shed attached to the guest laundry room. The Riflery Range is located by the volleyball court.
- Guns to be carried out include 2 single-shot bolts, 2 clip bolt-actions, and 2 semi-automatics, with the possibility of one BB-gun if little children are present.
- All guns are to point downrange only within the wooded slots, and are to be treated as loaded weapons at all times.
- Assume that all guns are loaded at all times.
- All guns should be on the table, under supervision of the staff, when not in use

- Remember two calls: “Range is hot” means open fire, and “range is cold” means cease fire and all guns down.
- After firing, place guns on safety, bolts open, and place gun on the table and step away.
- All guns are given 7 shots. Keep ammunition in your control at all times.
- Only those firing should be at the tables. All others should be on or behind the benches.
- No one is to touch a gun without permission, and certainly not when people are in front of the table.
- Be sure all guns are put away and locked up after this activity.

SUISLIDE

- Must be supervised by Oakridge Staff
- Always sweep off the slide and trampoline before the water is turned on
- Ride feet-first, on your back. Do not ride head-first. Do not ride on your stomach.
- Be mindful of the stop sign.
- Do not try to slam into the wall.
- No jeans or pocketed shorts, or anything with clasps, zippers, or buttons.
- There is to be one Staffer at the top and one Staffer at the bottom of the slide.
- You can roll sideways on the slide as long as you land feet-first and on your back.
- Make sure when you make your running start that you stay on the wooden platform.
- Make sure people’s feet are clean before they go down.
- Improper entry into the trampoline may result in loss of riding for the day.

TRAMPOLINE

- Please take off shoes before jumping
- Only one person may be on the trampoline at a time. This includes people who might want to sit around the edges. All other participants should stand back and not have any body parts near springs, support legs, or other parts of the trampoline.
- Length of turns will be based upon the number of people in line, and the overall trampoline and recreation schedule.
- Somersaults will be limited to singles, front or back.
- Don't jump with any sharp objects in any of your pockets. Be mindful of glasses, watches, hairpins, etc.
- Don't hold on to the netting or bounce into it. This is not the UFC cage arena!

Oakridge
Camp & Retreat Center

A decorative graphic element consisting of a dark, stylized branch with several large, lobed leaves and small, dark berries. The branch starts from the left, under the word 'Oakridge', and extends horizontally to the right, ending under the word 'Center'.