

**TOURETTE SYNDROME  
CAMP ORGANIZATION  
VOLUNTEER HANDBOOK**

*Revised October 2016*

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# **Tourette Syndrome Camp Organization Volunteer Handbook**

## **Introduction**

Welcome and thank you for your interest in volunteering with Tourette Syndrome Camp Organization (“TSCO”). TSCO depends on its volunteers and values their contributions. Your willingness to serve the campers at TSCO is greatly appreciated. This Handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for campers and volunteers.

The policies in this Handbook serve as a guide and do not constitute a contract or guarantee of volunteer service or employment. TSCO reserves the right to change these policies without notice.

## **Mission**

TSCO is a 501(c)(3) tax exempt non-profit organization dedicated to promoting camping opportunities for children with Tourette Syndrome (TS), Obsessive Compulsive Disorder (OCD) and its associated disorders Attention Deficit/Hyperactivity Disorder (ADD/ADHD).

TSCO rents space from YMCA Camp Duncan (“Camp Duncan”) for our summer camp program. TSCO pays a fee to Camp Duncan for each child and staff member. TSCO is responsible for its own volunteer staff. In addition to this Volunteer Handbook, all policies of Camp Duncan apply to volunteers.

## **Volunteer Relationship**

A “volunteer” is anyone without monetary compensation from TSCO (beyond reimbursement of actual expenses properly incurred by the volunteer) who performs a task at the direction of and on behalf of TSCO. A “volunteer” must be officially accepted by the Camp Director. Volunteers are not employees. The Camp Director maintains the right to accept or reject anyone wanting to volunteer.

We thank you, as a volunteer, for the personal investment you make in TSCO and its mission.

## **Living Accommodations**

TSCO’s Camp Director or Assistant Camp Director may be the sole judge regarding the assignment of cabins or groups. Cabin or group assignments may be changed at any time by TSCO’s Camp Director or Assistant Camp Director at his or her discretion.

## **Performance Standards**

## Volunteer Training and Responsibilities

**General Responsibilities.** Volunteers are expected to conduct themselves in a professional manner. Each volunteer is responsible for maintaining an atmosphere which emphasizes development of values such as caring, honesty, respect, and responsibility.

We rely on our volunteers to report adverse or unusual incidents immediately to TSCO's Camp Director, who will then follow established procedures.

**Volunteer Training.** Volunteers are required to complete a pre-camp training, which occurs the Saturday immediately before camp is scheduled to begin.

**Volunteer Meetings.** Volunteer meetings are an effective form of communication and should be utilized for this purpose. Such meetings will be scheduled by the TSCO Camp Director or Assistant Camp Director.

**Supervising Campers.** TSCO campers are to be supervised at all times by volunteers who are at least 18 years-old. Volunteers 18 years-old must be at least two years older than the oldest camper in the group they are supervising. TSCO campers must be supervised 24 hours a day. TSCO campers are not to walk around camp alone but rather with a TSCO volunteer or in a "buddy system" (i.e., two or more campers).

Volunteers who are 17 years-old or younger may not directly supervise campers.

## Attendance

TSCO depends on its volunteers to be reliable and punctual. If a volunteer knows he or she will be tardy or absent, he or she should contact the Camp Director or Assistant Camp Director immediately at (773) 592-0806 or (630) 995-5752. Excessive tardies or absences can result in dismissal from the TSCO program.

## Time Off

Time off is established by the TSCO Program Director which will usually occur after the campers in the volunteer's cabin are asleep. However, proper coverage by a senior counselor must be arranged and no senior counselor may leave the cabin until coverage has arrived. Volunteers may not leave camp without the approval of the TSCO Camp Director or Assistant Camp Director

## Curfew

Volunteers must be in their cabins by midnight (12:00 a.m.). In order to ensure volunteers return to their cabins by midnight, volunteers must vacate the Duncan House, the main lodge or any other location which is not their assigned cabin by 11:45 p.m.

## Personal Appearance

The personal appearance of volunteers is important as volunteers are both role models to the campers and representatives of TSCO. TSCO expects its volunteers to dress in a neat and appropriate manner for their position.

TSCO's Camp Director will make the final decision regarding the appropriateness of attire and personal appearance. Volunteers may be asked to change if the Camp Director deems the attire inappropriate. The Camp Director may consider one or any combination of the following factors to determine whether a volunteer's jewelry, tattoos, or clothing is inappropriate:

- Safety for self or others;
- Productivity or performance of tasks;
- Perceived offense on the basis of race, gender(sex), sexual preference, ethnic background, age, religion, physical condition, or other legally protected characteristic;
- Abusive, profane, harassing, or obscene messages;
- Community norms; and
- Parental/supervisor complaints.

Volunteers will receive a staff shirt at the beginning of camp. On camper arrival and departure days, volunteer shirts are required to be worn in addition to shorts or pants that are in good condition.

Swimsuits for both sexes should be appropriate. Female volunteers should wear one-piece suits and male volunteers should wear boxer-style suits.

### Cell Phone Usage

The camp administration understands that most volunteers have a cell phone and that communication with family and friends is important. However, the camp's mission is to make campers the first priority, and cell phones may interfere with this mission. A volunteer cannot supervise his or her cabin or group effectively if he or she uses a cell phone during work time. Thus, cell phones may not be used or carried by volunteers except between 10:00PM and Midnight. During all other time, cell phones must be turned off and locked in a car or in a locker. Additionally, the use of cell phone cameras is prohibited on the camp property, at any camp related function or trip and/or while a volunteer is performing services for TSCO.

Volunteers are responsible for the content of all texts, audio, or images on their cell phones. Abusive, profane, harassing, or obscene messages are expressly prohibited. No messages with derogatory remarks about an individual's or group's race, sex, sexual preference, ethnic background, age, religion, physical condition, or other legally protected characteristic.

### Email and Internet Usage

Volunteers may use the staff lounge computers to exchange emails with their friends and family. The following guidelines have been established for using Internet and email in an appropriate, ethical, and professional manner:

1. Internet and email access may not be used to transmit, retrieve, or store any communications of an abusive, profane, harassing, or obscene nature. No messages with derogatory remarks about an individual's race, sex, sexual preference, ethnic background, age, religion, physical condition, or other legally protected characteristic may be transmitted. Harassment of any kind is prohibited.
2. Any illegal activity, including but not limited to piracy (e.g., downloading music or movies illegally), blackmail, copyright infringement (e.g., distributing music or video games that were obtained illegally), is prohibited.
3. Accessing, downloading or transmitting pornographic, profane, sexually explicit materials is prohibited.
4. Using TSCO's technology for malicious purposes directed at the camp's association or at any person or company is prohibited.
5. Attempting to gain or gaining access to emails or email accounts intended for others without obtaining the express authorization of the intended recipient(s) is prohibited.
6. Using the computers in any way that is disruptive or offensive to others or the camp is prohibited.

TSCO and Camp Duncan retain the right to inspect any and all files stored on Camp Duncan's networks, on computing devices owned or leased by TSCO or Camp Duncan, or on any other storage medium provided by TSCO or Camp Duncan for TSCO business (i.e. DVDs, "jump" drives," USB drives, and CDs) to monitor compliance with this Handbook. The lounge computers are monitored regularly by Camp Duncan's IT personnel and the Camp Director.

### Social Networking

TSCO respects the right of volunteers to use social networking sites (e.g., Facebook, Instagram, etc.), personal websites, and blogs as a medium of self-expression. However, these social networking outlets have increased TSCO's exposure and risks to its reputation. While TSCO does not intend to interfere with any volunteer's private life, publicly observable communications, actions or works are not private. All TSCO volunteers should use good judgment. If a volunteer wants his or her technology to be private, do not allow it to be seen in the electronic public forum.

To this end, TSCO has developed the following guidelines if a volunteer chooses to participate in social media, blogs, etc.:

1. Volunteers may not initiate contact with TSCO camp participants. Under no circumstances may a volunteer encourage access or provide access to his or her personal Facebook page, website, or blog to a camper under the age of 18.
2. A volunteer's Facebook page, website, or blog should be marked "private" so that only those that he or she has invited may access the volunteer's page.
3. Any volunteer's Facebook page, website, or blog interaction should not contain commentary that violates any of the Handbook policies (e.g., Discrimination and Harassment) contained herein, such as abusive, profane, harassing or obscene communications or content.
4. Volunteers may not post pictures of campers or other volunteers online without obtaining written permission from the TSCO Camp Director and a Photo Release from the subjects (parent if subject is a minor) in the photos.
5. TSCO volunteers should promote the core values of caring, honesty, respect and responsibility in their speech and behavior at TSCO, with the community, and any public forum.

Non-compliance with the foregoing policies may include revocation of access to any computers on the camp property, suspension of email and web browsing privileges, immediate dismissal and removal from camp property, notification of the appropriate law enforcement authorities, and/or other appropriate action in the discretion of the Camp Director.

### **Prohibited Conduct**

#### **Food Packages**

Food in the cabins may attract vermin and other animals. Therefore, food and food packages are prohibited in the cabins, unless previously approved by the Camp Director due to medical necessity as prescribed by a treating physician.

#### **Tips and Gratuities**

Volunteers may not accept tips or gratuities from parents and/or campers. Please refer any parent or other individual who wants to make a donation to TSCO's Camp Director.

#### **Pranks**

Pranks of any kind may result in physical injury, emotional injury, or the destruction of property. Accordingly, pranks of any kind are prohibited.

#### **Prohibited Substances**

The use, sale, distribution, and/or possession of prohibited substances by any volunteer is prohibited at any time on Camp Duncan property, at any camp related function or trip, and/or while a volunteer is performing services for TSCO. Returning to camp while still under the influence of alcohol or drugs is not permitted and will result in immediate dismissal from TSCO and removal from camp property.

- Alcohol

No alcohol opened or unopened is permitted on the Camp Duncan property. Illinois state law states that persons under the age of 21 are not legally permitted to drink alcohol. All other applicable state, federal and local laws relevant to the use of alcohol must be followed at all times.

- Smoking or Tobacco

Smoking or chewing tobacco is prohibited at all times on Camp Duncan property, at any camp related function or trip, and/or while a volunteer is performing services for TSCO. Volunteers are expected to be role models to campers and other volunteers, and are encouraged not to smoke. Smoking or use of tobacco is limited to individuals who are 18 years-old or older. Smoking or use of tobacco must be limited to designated smoking areas and is allowed only during a volunteer's time off or break time. Smoking at any time within the sight of campers is strictly prohibited.

### Illegal Substances

The use, sale, distribution, and/or possession of illegal drugs by any volunteer is prohibited at all times, either on or off Camp Duncan property, at any camp related function or trip, while a volunteer is performing services for TSCO, and/or during a volunteer's time off. Any person under the influence of any illegal drug will not be permitted on the camp property, or at any camp related function or trip, and may be prohibited from performing services for TSCO.

Furthermore, no prescription drugs may be used, sold, distributed and/or in the possession of a volunteer either on or off Camp Duncan property, at any camp related function or trip, while a volunteer is performing services for TSCO, and/or during a volunteer's time off, unless the prescription drug is being taken and/or distributed in accordance with instructions by the treating physician.

All other applicable state, federal and local laws relevant to the use of illegal and prescription drugs must be followed at all times.

Volunteers who return to camp or are on the camp property with the odor of marijuana, or any other prohibited or illegal substance will be subject to immediate dismissal and removal from camp property. A volunteer that has drug paraphernalia in his or her possession will be subject to immediate dismissal and removal from camp property. TSCO's Camp or Program Director also reserve the right to search, with or without notice, any items on the camp property including a volunteer's car, cabin and personal items. These searches may take place at any

time.

### Stealing/Theft

Theft of any kind is prohibited, including, but not limited to theft of camp property, theft of the property of a camp volunteer, and theft of the property of a camper. The participation, either directly or indirectly, of any volunteer in an alleged theft during their tenure as a volunteer, regardless of whether the alleged theft took place on or off camp property, may result in the immediate dismissal and removal from camp property, and the filing of a police report. TSCO will assist law enforcement in prosecution of the alleged theft to the fullest extent of the law.

### Vandalism

Vandalism of any kind is prohibited, including, but not limited to vandalism of camp property, vandalism of the property of a camp volunteer, and vandalism of the property of a camper. The participation, either directly or indirectly, of any volunteer in an alleged act of vandalism during their tenure as a volunteer, regardless of whether the alleged theft took place on or off camp property, may result in immediate dismissal and removal from camp property, and the filing of a police report. TSCO will assist law enforcement in prosecution of the alleged vandalism to the fullest extent of the law.

### Physical Punishment

Physical punishment of campers is prohibited. Any incidence of physical, emotional, or sexual abuse of a camper will result in immediate dismissal and removal from camp property. Volunteers may refrain from yelling, swearing, or making derogatory comments to campers. Physical punishment is not the same as physical restraint, used to prevent a camper from an action that may be harmful to him/her or other campers and volunteers.

### Violence

In the interest of the safety and TSCO's camp community, TSCO prohibits violence, both on the camp property and during any camp related function or trip. Violence is not tolerated. TSCO will, as necessary, take disciplinary or legal action, up to and including immediate dismissal and removal from camp property, and the filing of a police report. TSCO will assist law enforcement in prosecution of the alleged violent acts to the fullest extent of the law.

Volunteers are expected to treat one another with respect. If a conflict arises, volunteers are expected to use the proper channels to respectfully resolve conflict.

Violence includes, but is not limited to, acts of physical assault, acts that threaten physical assault, acts of intimidation, behavior indicating potential for violence, including hazing, throwing objects, and brandishing weapons, acts that endanger the safety of others, threatening, planning, or conspiring with others to engage in violent acts, joking about engaging in violent acts against others, or otherwise making statements or threats which might reasonably be

interpreted by others as indicating a threat or plan to engage in some type of violent activity, acts of destruction of property and any substantial threat to destroy property.

Any person harmed or in fear of imminent harm should contact TSCO Camp Director or Assistant Camp Director immediately. The TSCO Camp Director will contact the law enforcement immediately. Violations of this policy must be reported to your TSCO Camp Director or Assistant Camp Director. Every volunteer is responsible to report any violation of this policy in confidence, without fear of reprisal.

### Weapons

The possession of a weapon by any volunteer is prohibited at any time on Camp Duncan property, at any camp related function or trip, and/or while a volunteer is performing services for TSCO. Weapons can be deemed as any item designed to cause bodily harm or any item not “designed” to cause bodily harm that is deemed potentially harmful, including, but not limited to of knives or any kind, firearms, and bows. TSCO will, as necessary, take disciplinary or legal action, up to and including immediate dismissal and removal from camp property, and the filing of a police report.

### Interrelationships

Volunteers who are dating are expected to use good judgment in their relationships and not let their involvement with one another hinder their performance. Camp is for the campers. It should not be apparent to campers or other volunteers that volunteers are dating. At no time, other than in the event of a legitimate health or safety emergency, should male volunteers be in female cabins or female volunteers be in male cabins. Sexual activity among volunteers, or between volunteers and guests, is prohibited during camp or on camp property and will result in immediate dismissal and removal from camp property. Volunteer and camper interrelationships, including, but not limited to those that involve sexual activity, are prohibited and may be against the law. Volunteer and camper relationships will result in immediate dismissal of the volunteer and a report being made to the appropriate law enforcement agency, if required by law.

### Discrimination and Harassment

It is the policy of TSCO to provide volunteers with an atmosphere that is free of discrimination and harassment. Discrimination and/or harassment of any sort by volunteers or campers is prohibited. Each volunteer is personally responsible for maintaining such a work environment. TSCO prohibits any actions, words, jokes, or comments based on an individual’s race, sex, sexual preference, ethnic background, age, religion, physical condition, or legally protected characteristic. Harassment is defined as unwelcome or unsolicited verbal or physical conduct which substantially interferes with a volunteer’s job performance or which creates an intimidating, hostile or offensive working environment.

Any camper or volunteer of TSCO who believes that he or she has been subject to discrimination and/or harassment by another camper, program participant, or volunteer, or has reasonable cause

to believe that discrimination and/or harassment has occurred involving one or more of the parties listed above, should report it to TSCO's Camp Director. An investigation will be conducted into all allegations of discrimination and harassment and appropriate action will be taken.

Pending an investigation, volunteers that violate this policy may be subject to immediate remedial action at the discretion of the Camp Director, including, but not limited to, immediate dismissal and removal from camp property.

### Pornography

The sale, distribution, and/or possession of pornography by any volunteer is prohibited on Camp Duncan property, at any camp related function or trip, and/or while a volunteer is performing services for TSCO.

### Disciplinary Action

Action may be taken in the event that any volunteer is alleged to have violated any provision of this Handbook, including but not limited to the following:

- TSCO volunteers may be interviewed by the TSCO Camp Director or Assistant Camp Director. If the volunteer is under 18, the volunteer's designated parent or guardian will be notified prior to the interview. Any camper involved may also be interviewed by the TSCO Camp Director or Assistant Camp Director, after express consent by his or her designated parent or guardian.
- If the issue involves Camp Duncan volunteers and/or campers, Camp Duncan's Camp Director will be involved in the process. Camp Duncan's Camp Director will address all supervision/discipline issues of Camp Duncan volunteers/campers. If the issues involve TSCO volunteers/campers, TSCO's Camp Director will address all supervision/discipline issues of TSCO volunteers/campers.
- A decision may be made by TSCO's Camp Director and/or Program Director as to the appropriate response immediate action, such as removal from duties. TSCO's Camp Director will have final say in all dismissals from camp. Any volunteer dismissed from his or her duties or terminated must leave the camp property immediately. No terminated or dismissed volunteer is permitted to return to camp property.

Furthermore, if there are grounds for suspicion, the Camp Director reserves the right to question and inspect any volunteer and his or her belongings. This is to ensure:

- Contraband, drugs, weapons, and/or other unauthorized or illegal substances do not enter or remain on camp property; and
- Tools, files, equipment, products, materials, and other property of TSCO are not removed from the camp property without proper authorization.

This policy is necessary for the safety, health, and security of everyone at TSCO and the protection of camp property.

## **Health and Welfare**

### **Medical Care**

Volunteers are financially responsible for their own medical care. Each volunteer must provide a copy of an updated physical, signed by a licensed physician, which must be submitted the day the volunteer arrives to TSCO. TSCO's Health Officer is available for any emergencies and health problems that may arise.

### **Prescriptions Drugs**

Volunteers who are under doctor's care and need to take prescription medicine or over-the-counter medications must give their medications to TSCO's Health Officer at the Health Center who may keep such medications locked in TSCO's Health Center. The Health Officer dispenses medications when needed by the volunteers or campers. Volunteers may not keep medication in the cabins.

TSCO recognizes that prescription drugs and other medical therapies permitted by applicable state and local law and prescribed by licensed physicians for the treatment of certain medical conditions may impair a volunteer's ability to perform and properly carry out his or her duties at TSCO. Notwithstanding anything to the contrary set forth in this Volunteer Handbook, following the administration of such medications or treatment, the applicable volunteer shall be prohibited from performing any functions of his or her volunteer position, including but not limited to directly supervising campers, driving personal or TSCO Camp owned or rented motor vehicles (including golf carts), and participating in any other TSCO Camp activities.

### **Rest**

Responsibility to the camp, campers and other volunteers make it mandatory that all volunteers get sufficient rest and sleep to ensure good health and enthusiasm for work. The expectation is that volunteers will be well rested and ready to meet the demands of volunteering at TSCO.

## **Miscellaneous**

### **Motor Vehicles**

Volunteer's motor vehicles are to remain in designated parking lots. They are not to be used to drive around camp. If a volunteer must use an automobile for any reason, the speed limit in camp is 15 mph and is to be observed *at all times*. The speed limit is for the safety of campers and volunteers.

Volunteers are responsible for their own automobiles; the camp is not liable for damage to

volunteer's vehicles. Designated parking lots and motor vehicles are off-limits to volunteers and campers except during time off as described in this Handbook.

TSCO Camp owned or rented motor vehicles are only to be driven by volunteers that have been certified through TSCO to drive company vehicles. Certified volunteers may drive TSCO vehicles with permission from the Camp Director. Volunteers may not transport campers unless the volunteer is certified, has permission from the Camp Director, and is transporting campers in an approved TSCO vehicle. Volunteers are prohibited from transporting other volunteers or campers in vehicles not designated for passengers, e.g., the back of a pick-up truck or hood of a car. At no time should camp vehicles be driven above posted speed limits.

To drive a TSCO golf cart, TSCO volunteers must sign the Camp Duncan golf cart policies and be trained on how to drive the TSCO golf cart. Golf carts are to be driven on the main camp roads only. Volunteers are prohibited from driving golf carts on the grass or on the paved path from Duncan House to the main lodge.

### Personal Property

Personal property is the responsibility of the owner. TSCO and Camp Duncan are not responsible for the loss or damage of personal property. TSCO's Camp Director and Camp Duncan's Camp Director must approve any items that a volunteer brings for use in programs.

### Lost-and-Found

Lost-and-found items are kept in the lost-and-found box located outside TSCO's Camp Director's office. Articles found on the camp property should be put in the lost-and-found box. Camper lost-and-found is returned to campers at the end of each session.

### Visitors

All visitors must check-in at the Camp Duncan office. Volunteers may not leave their duties to be with visitors unless cleared with TSCO's Camp Director. Any person on the property who has not checked in at the office is considered an unauthorized person. Unauthorized persons should be reported to TSCO's Camp Director immediately or escorted to the main office to check-in. If a volunteer becomes aware of any car or other vehicle on the property, the volunteer member must, at a minimum, get the make and model of the vehicle and the license plate number and immediately give the information to either the Camp Duncan Director or TSCO's Camp Director or Assistant Camp Director.

### Confidentiality

No volunteer should discuss another volunteer's or camper's confidential information, including but not limited to personal data and records, medical exam reports, medical evaluations, and financial information.

This policy is intended to alert volunteers to the need for discretion at all times and is not

intended to inhibit business communications or disclosure in the event of a medical emergency.

Any volunteer who is found, after an investigation, to have violated this policy is subject to appropriate discipline, up to and including immediate dismissal and removal from camp property.

**VOLUNTEER ACKNOWLEDGEMENT**

I am in receipt of the Tourette Syndrome Camping Organization (TSCO) Volunteer Handbook and understand I should consult with the TSCO Camp Director or Assistant Camp Director if I have any questions about the policies or procedures contained herein.

I understand that from time to time there may be revisions to the Volunteer Handbook. Such revisions will require the prior approval of the Camp Director and will be communicated to volunteers.

Furthermore, I acknowledge that this Handbook is neither a contract of employment or volunteering, nor a legal document. I acknowledge that the Camp Director or Assistant Camp Director can terminate my relationship with TSCO at will, with or without cause.

Although some or all of the policies may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this Handbook and any revisions made to it.

I have read and understand the policies contained in this Handbook, and in signing below, I agree to comply with the policies stated in the Handbook. My signature indicates that I understand that violation of these policies may result in termination of my volunteer relationship with TSCO.

I, (print your name) \_\_\_\_\_, attended the following TSCO Volunteer Policies training (date) \_\_\_\_\_.

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Volunteer's Signature

Date Signed

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Volunteer's Name (print)

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Signature of Camp Director

Date Signed