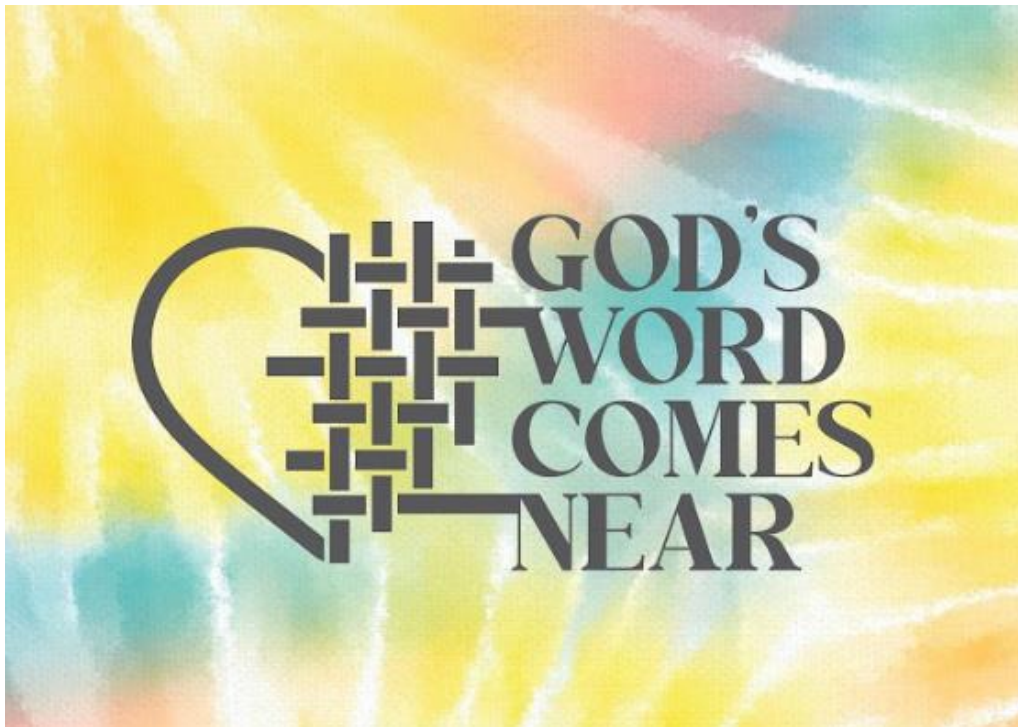




Camp Luther



Staff Handbook

2025 edition

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MISSION OF CAMP LUTHER: To bring children, youth, young adults and staff into a close relationship with Jesus Christ as Lord of their lives through an experience of Christian community and faith sharing in a camp environment.

Dear Camp Luther 2025 Staff,

Welcome! We are so grateful for you and your willingness to take precious time and energy to serve God through the ministry of Camp Luther! Thank you! This handbook has been put together, revised and re-revised by directors over the years to help you get oriented and prepared for camp. Hours and hours of planning and packing will be put into our week on the hill.

For those of you who were campers and are now serving on staff, this will give you a window into how your experience will be different than your years as a camper. For our brand new staff members who have never been to camp this handbook can help you know how Camp Luther works and what you can expect. For those of you that have served on staff for many years, this will give you a reminder of some very important expectations.

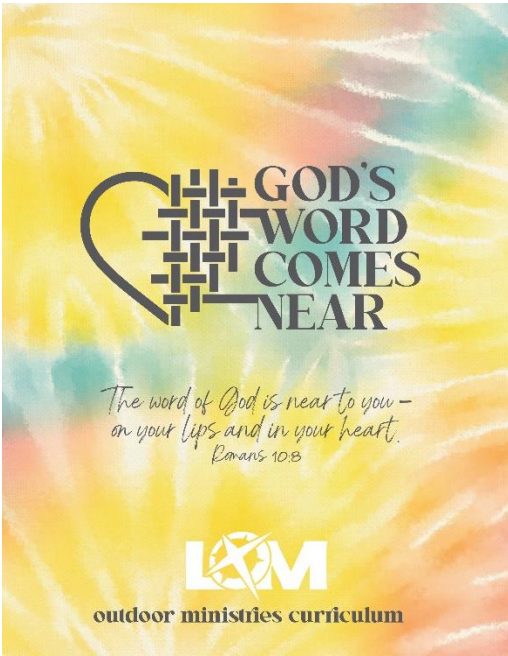
We are asking you to read this handbook before you even submit your application to be on staff. When you sign the covenant of your application you are agreeing to participate fully in the community effort that makes Camp Luther what it is. You are agreeing to put the needs and experience of campers before your own desires for social interaction. You are agreeing to the rules, regulations and guidelines set out here in this handbook. You are agreeing to being fully present in our camp experience and, to the best of your ability, putting the pressures and responsibilities of home, school, and work aside for this moment. Camp Luther depends upon us working as one team, one body working toward a common mission.

As we go into Camp Luther 2025 please remember that our mission is to share faith. We are sharing the love and grace of God with one another-especially the precious campers that the Holy Spirit is placing in our midst. We are a team brought together by the Spirit to share the love that Christ has shown to us. Each of us have been given gifts that will miraculously come together to make this week amazing. I can't wait to see it all unfold.

In Love and Peace,

Karen Erskine-Valentine

Director, Camp Luther



2025 Theme and Curriculum

“The word is near you, on your lips and in your heart.” —Romans 10:8

Think about the last time you heard a great story. Did it make you laugh? Bring a tear to your eye? Evoke joy or anger, love or sadness? Each story, and every part of our lives, is shaped by words—spoken, heard, and read. The greatest story, though, is that of God’s salvation for all of creation. In the beginning God spoke words to create light and life. God’s Word came alive in Jesus Christ, the Savior. We read God’s word in scripture. The many ways

we understand “Word” are at the heart of the theme for the week, as we emphasize the importance of God’s word that comes near.

Through exploration of Bible stories throughout the week, we will discover ways God’s word comes near to us. This happens as we

- ground ourselves in the salvation story that God, in Christ Jesus, has saved the whole world.
- hear how God’s story is intricately woven into each of our own stories through Jesus.
- discover how God can use our shared story to create love and justice in the world.

Immersed in God’s word in scripture, we find that God’s word came near to our ancestors in faith and that God’s word comes near to us even now, as we learn

- to see our neighbors as beloved children of God.
- that even though we are imperfect, God loves and blesses us.
- that God will stop at nothing to show God’s love for us and the whole world.

God’s Word Comes Near in Trusting

God’s Word Comes Near in Blessing

God’s Word Comes Near in Listening

God’s Word Comes Near in Serving

God’s Word Comes Near in Following

Director's Guidelines

1. Camp Luther is about the campers and all activities should focus on them. I care deeply about you as a staff member. I care about your faith journey and your struggles, but this week is about the campers. The campers are the reason for Camp Luther and every effort should be made to help the spotlight shine on them.
2. The jobs of the director include planning, organizing and executing the strategic vision of Camp Luther. The deans are in charge of their individual programs and are therefore responsible for all that happens in those programs. All associated staff (counselors and teachers) are under the leadership of the deans. The director is support to the deans and provides the resources to do their job.
3. The counselors and teachers are the main interface with the campers. The reason many campers return (or don't return) is because of their counselor and/or teacher. Talk to the campers, participate with the campers, give them your time. Some of the most memorable moments you'll ever have at camp are when you see a camper suddenly "get it"----and you know you were part of the reason why. Helping a camper (or fellow staffer) experience "It"---priceless.
4. Communication is crucial! It is impossible to communicate too much. Most organizational failures can be traced directly back to a lack of effective communication. Be it email, voice mail, snail mail, face-to-face (the best kind), teleconferences, smoke signals or semaphore, make every effort to communicate with each other! And remember --- there's no such thing as one-way communication. Feedback needs to be given and received.
5. The only baggage I want to see at camp is the kind we move on Sunday afternoon and Saturday morning. If you're coming into camp with problems, grudges or anything else that might interfere with giving your best effort, it will significantly impact your ability to be a positive presence on our staff.
6. Serving at Camp Luther is a privilege, not a right. We are all replaceable. Although experience obviously counts for something at Camp Luther, it is not the only parameter we use in determining staff. We are looking for motivated, multi-skilled individuals who will do what it takes to make the camp experience better for the campers. If you are not working at least eight hours a day when you're at camp then we need to find you more to do. Many of the counselors and staff put in 16+ hours a day. We need a consistently high effort from everyone.
7. Working at Camp Luther might be the single most rewarding thing many of us ever do for the church --- because it is here that we build the future. Make it count!

8. There's always one more thing we can do. We cannot afford to rest on our laurels. Look around. What would it take to make the camp experience better for the campers? If you have ideas, please let me know. I won't promise we'll execute every idea but, if it's a good one, you can bet we'll do whatever it takes to make it happen.
9. Read Rule #1 again.

Agenda for the Week of Camp

NOTE: All **NEW STAFF MEMBERS** **must complete** the trainings in Praesidium Academy before arriving to camp and returning staff members must do a refresher course and recertify!!

Saturday, June 15th

11:30 a.m. -- Pavilion by the pool: All new staff members (i.e. first year on staff) need to be here to start a "walk through" of camp. During this time we will talk about the cabins, boundaries, important places (e.g. Vesper Knoll, Covenant Hollow, etc.) and Camp Luther and Camp Caesar history. All staff is invited but this is mandatory for first-year staffers.

12:45 p.m. - Meet & greet outside the barn, hugs, etc.

1:00 p.m. — All staff meet in the barn to get centered on our mission

1:30 p.m. – Program meetings

3:00 p.m. – unload vehicles into cabins and classrooms

3:30 p.m. -- Unload shed until empty (when empty you are free to unpack and settle in)

5:30 p.m. – Pot luck Dinner in Upper Burton

6:30 p.m. – All Staff Meeting

7:30 p.m. – Free to socialize/unpack/prepare

Sunday, June 16

8:00 a.m. – Breakfast

Immediately after breakfast, Communion Service in Upper Burton

After service, continue/finish prepping for arrival of campers, pre-registration for all staffers who brought campers to pre-camp.

12:15 – Lunch

Campers Arrival...

1:30 – 3:30 p.m. – Camper registration in upper Burton Hall

5:00 p.m. – 5:00 News with staff introductions

5:30 p.m.- Dinner

6:00 p.m. – Opening Worship service in upper Burton

7:00 p.m. (or after worship)– Program meetings

(usually Juniors in upper Burton, Intermediates in Bullpen, Seniors in Barn)

9:30 p.m. – Any staff that was unable to arrive on Saturday will meet briefly in Lower Burton.

A TYPICAL Monday - Friday AT CAMP LUTHER (if there is such a thing 😊)

6:30 – 7:30: Rise and shine! For those staffers in lower camp, *Holy Grounds Coffee* in the Director's Cabin opens NLT 6:45. Stop in and have some coffee, tea, etc.

7:30 – 8:00: Morning Worship in Upper Burton

8:00 – 8:30: Breakfast

8:30 – 9:00: Prep for Classes

9:00 – 12:00: Classes (as staff members what you do during this time will be determined by your deans and/or your camp position e.g. if you're a teacher, you'll be teaching 😊)

12:15 – 1:00: Lunch

1:00 – 2:00: Program time (Juniors and Intermediates have their assemblies, seniors tbd)

2:00 – 5:00: Free time for campers with lots of activities to choose from.

5:00 – 5:30: Five O'clock News (5ON) in Upper Burton

5:30 – 6:15: Dinner

6:15 – 9:00: Evening Activities (actual time varies by night and program)

After 9:00: Prep for bed and lights out. Again, actual time varies by program. Check with your deans for actual times.

NOTE: Please do not read this to mean you'll be in bed by 9:00. Many of the counselors/staffers hang out on their respective porches after lights out just to unwind for the day. The only rule concerning bedtime for staff is "when you feel tired, go to bed." Remember--your first duty is to the campers. If staying up late impacts your ability to perform your primary job, that's a problem. We trust you to exercise good judgment. And if you decide to stay up, please keep the noise level down. Others are trying to sleep.

The major variation for the week is Wednesday evening when the staff serves dinner to the campers in the form of a hot dog roast! Also, on Friday evening, after the Intermediates and Juniors are in bed, the seniors will conduct a Communion service to which all are invited (cabins must be covered). Finally, on Saturday morning, the campers will begin to depart immediately after breakfast with expectations that all campers will be gone by 9:30 a.m. As staff, we are responsible to ensure all campers are accounted for and all cabins/buildings are in at least as good of shape as they were found. **Counselors will receive a checklist for departure and it must be completed and turned into your dean before leaving. All staff members must check-in with your dean before departing camp.**

GUIDELINES FOR CAMP LUTHER STAFF MEMBERS

Affirmation of Baptism, Evangelical Lutheran Worship...

You have made public profession of your faith. Do you intend to continue in the covenant God made with you in holy baptism:

*to live among God's faithful people,
to hear the word of God and share in the Lord's supper,
to proclaim the good news of God in Christ through word and deed,
to serve all people, following the example of Jesus,
and to strive for justice and peace in all the earth?*

Each person responds:

I do, and I ask God to help and guide me.

This is the covenant we make in baptism...

As we take on the role of counselor, teacher, staff member at Camp Luther let us renew our covenant to live together in peace, proclaim the good news of Love and grace in word and deed, and serve all people following the example of Jesus.

Our Prayer as one called to serve at Camp Luther

Gracious God, Thank you for the privilege of serving your kingdom. Make me a good example for your children during this week at Camp Luther. Help me to love each one and to show the love, the understanding, and the guidance that is needed. May your spirit direct me and make me aware of the opportunities for ministry during these days. Open my eyes and my heart so that I can see and respond to Your love. Make us aware of your presence in this place. Breathe your Spirit into and between each one of us, your beloved children, through Jesus Christ our Lord. AMEN

Staff Member Information

For those of you who like lists, here's one:

1. Staffers should strive in every way to set a good example for the campers.
2. Campers assigned to you are under your special care. Give them your time and your talents. Watch for any who are always alone or wander off and try and interest them in some special activity. Counselors---you are responsible for your campers and are responsible for their attendance at all group activities. Take an active part yourself in all activities.
3. Be on the lookout for campers who are struggling. Give them extra attention---they often have the greatest opportunities for Camp Luther growth. Teachers and deans may be needed to relieve overtaxed counselors or to give added support.
4. Counselors---make a special effort to talk to the parent(s) of your campers the first day, if possible. Other staffers should do their best to make the children and parents feel comfortable. For many campers this is their first extended time away from their parents----and vice versa!

5. Staffers are never to leave the camp area without permission from their respective dean **and will sign-out and sign back in at the Camp Luther office in the lower part of Burton Hall.** This is a safety measure to ensure camp is properly staffed and so that you can be reached should the need arise.
6. If you have special problems, consult your deans. Feel free to express your constructive criticisms and suggestions to the deans and/or director---but never to the campers!
7. As much as your program allows, participate with your campers. Exert your influence through personal example and guidance rather than by means of your authority. But remember: the campers are not your “buddies”---more importantly, they are your responsibility. Sometimes being the latter precludes the former.
8. Communicate, cooperate and collaborate with your deans and fellow staffers. Watch their back and they’ll watch yours! One of the reasons Camp Luther has been successful all these years is directly attributable to the sense of family among the staff. Experience it, foster it, embrace it. It makes us a stronger, more centered team.
9. Junior and Intermediate counselors groups will sit together in the Dining Hall unless the Director announces otherwise.
10. Campers are not permitted to smoke or vape at camp, and counselors are not allowed to smoke or vape where they can be seen by the campers. Alcohol is restricted to Holy Communion. Any other use of alcohol is grounds for dismissal.
11. You are responsible for cabin devotions for your group. (This is where working with your fellow counselors really pays dividends!)
12. Campers are not permitted to have cellphones nor are they permitted to use any phones in camp without your permission---which you can give only after having cleared it with the Deans and/or Director. If permission is given, you or another staff member must be present when the call is made to ensure any information given by the camper is correct.
13. At least one other staff member must be present when a staff member is talking privately with a camper away from a group.
14. Unless there is an emergency or approval is given by Director/Deans, staff members are only permitted in the cabins which match their gender.
15. IF you have ANY questions, please talk to your Deans or Director immediately. That’s why they’re there!

Now, for those of you who don’t like lists, here’s more information in a more conversational tone:

Food: If you have a need for special foods due to food allergies, special nutritional requirements, etc. you will need to coordinate the prep of the food with the Camp Caesar staff or with those Camp Luther staff members living in the quarters that have a kitchenette (e.g. above the dining hall, Director’s Cabin, etc.). NOTE: All food consumed by staff members that does not match the Camp

Caesar menu must be eaten away from the dining hall (before or after meals). Campers with special dietary requirements may eat their food in dining hall.

Visiting Other Program Events: Each program is under the control of its respective deans. If you would like to attend an event taking place in a program other than the one to which you are assigned, you must request and receive permission from the deans of the program you wish to visit e.g. if you are a Junior teacher and would like to attend the Intermediate talent show, you need to ask the intermediate deans if it would be okay. This is to ensure the comfort of the campers since introducing an individual into a group, even if the individual is a close relative/friend (actually, especially if the individual is a close relative/friend), can upset the group dynamics (think about how different you would act if you are sitting around relaxing and goofing with friends when suddenly your mother shows up and inserts herself into the group. For some it wouldn't be a big deal---for others it would be a disaster.) Please, just ask. Most of the time it will be okay.

Sleep: Deans set any curfews within their program. The most important thing to remember is “It’s a marathon, not a sprint” and by that I mean don’t try and do everything all the time. Pace yourself. If you get run down and tired by Tuesday you won’t have anything left for the end of the week.

Electronic Media: While the campers are not permitted to have cell phones at camp, staff members are. However, you are expected to keep your use of cell phones and other electronic devices (e.g. iPods, laptops, etc.) to a minimum and out of sight of the campers. **Camp Luther staff members are not to post on any social media site during the week of Camp Luther, and are to encourage friends/family to follow the Camp Luther - WV Facebook page for updates about the camp week.** It is understood that some staff members have jobs that require them to be in contact throughout the week. However, if you’re on your phone constantly, there is no way you can be giving the campers the attention they deserve.

Please see the Camp Luther Social Media/Electronic Media Policy for more information.

Attitude: *“Rejoice in the Lord always; again I will say, Rejoice!” - Phil.4:4* There will be times during camp when things don’t happen as fast you like, times when they happen too fast, times when you are tired, times when you are frustrated. All I can ask is that you remember why you’re at camp (hint: campers😊) and never forget five of the most important words in the English language: *“And this, too, shall pass.”* **Stay positive!**

Guidelines we send to the campers prior to camp:

GUIDELINES FOR CAMP LUTHER CAMPERS

“I promise to follow Christ as my personal guide for living at Camp Luther.”

1. Cooperation and following camp guidelines make camp better for everyone.
2. Respect the rights of others, including the staff of Camp Caesar.
3. Remember your manners in the dining hall.
4. Help keep your cabin clean and do not litter the camp with papers, bottles, and other trash.
5. There will be no raiding or rough-housing in the cabins.
6. You are asked to consume pop, candy, and other foods in the area purchased or designated, unless you have special permission from your counselors or dean.
7. After evening devotions and “lights out,” you are to retire quietly. A good night’s sleep/rest is essential to enjoying the next day’s activities.
8. All money must be deposited in the **bank** on the first day of camp at the registration tables for Juniors and Intermediates.
9. There is always something to do at camp. Keep busy! The best way to have a good time is to take part in all activities. **Campers are not to wander off alone! Do not leave the camp area unless you are with a counselor!** In the afternoon, let your counselor know what you will be doing and check in with them occasionally.
10. Be quiet and reverent at all times during worship services and during all worship periods.
11. Be on time for all classes, worship services, 5 o’clock News, and all program events.
12. Telephones may not be used without permission of your Dean.
13. Proper behavior in all classrooms is expected.
14. If you have any questions or problems, talk them over with your counselor, who is there to help you enjoy camp.

ALL CAMP RULES

¹⁷I am giving you these commands so that you may love one another. John 15:17

¹⁰love one another with mutual affection; outdo one another in showing honor. Romans 12:10

No...bare feet

No running in camp... (Except when running is okay in camp, like for tag o’clock, kick ball... etc) (- ;

No smoking or vaping or use of any tobacco products

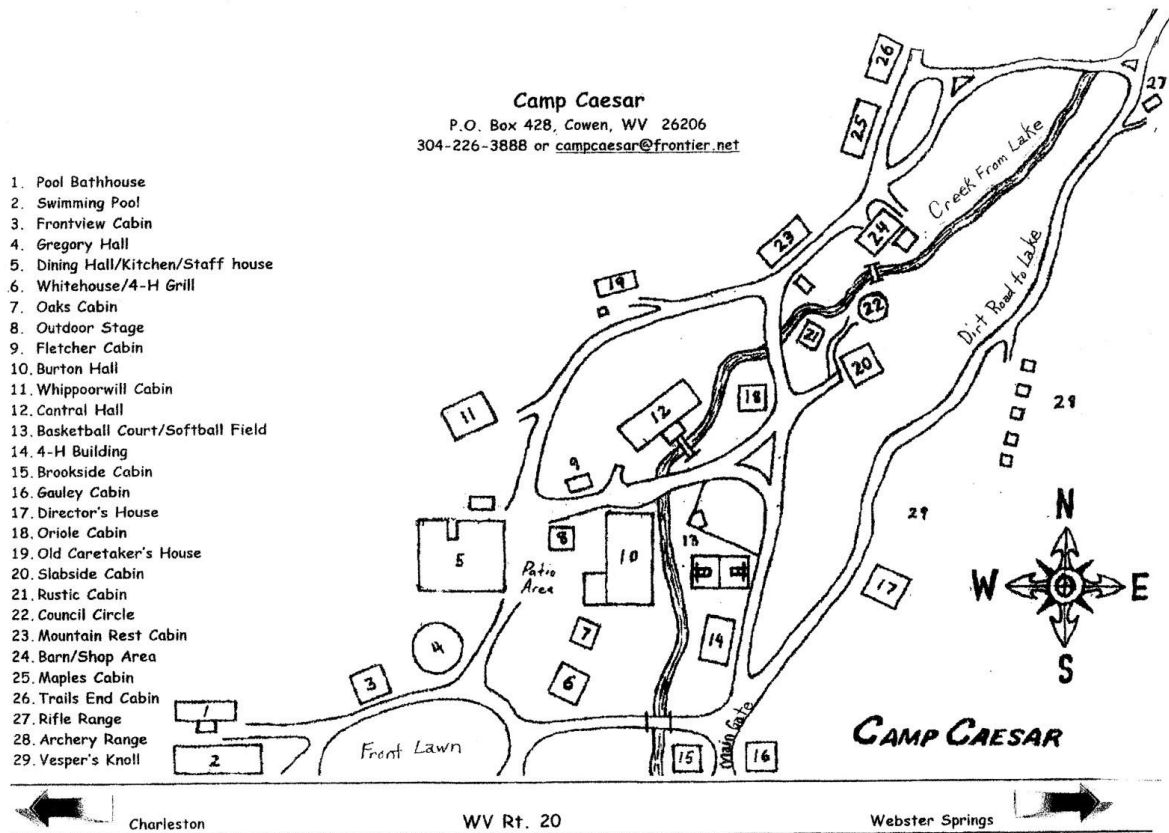
No consumption of alcohol

No foul language

No men in women’s cabin and vice versa

No food fights (in the dining hall or elsewhere)

Layout of Camp Luther



Juniors

- 3) **Front View** – Closest cabin to the pool. Juniors
- 7) **Oaks** – Between the White House and Burton Hall. Juniors
- 11) **Whip-poor-will** – on hill above Dining Hall. Juniors
- 15) **Brookside** – TBD

Intermediates

- 23) **Mountain Rest** – middle of camp where upper and lower road meet. Intermediate girls
- 20) **Slabsides** – just above lower ballfield on way to Bullpen. Intermediate Boys
- 21) **Rustic** – in woods on left when heading past Slabsides to the Bullpen
- 18) **Oriole** – at foot of hill past lower ballfield. Intermediate deans/teachers

Seniors

- 25) **Maples** – next to last cabin on road to upper ballfield.
- 26) **Trails End** – last cabin on paved road before upper ballfield.

Miscellaneous

24) Barn – red wooden building in upper camp where the seniors hold classes

22) Bullpen (aka Council Circle) – large, round wooden building in woods above Slabsides cabin. Used for intermediate classes, program gatherings and worship services.

10) Burton Hall – large building in lower camp. Upstairs is where most indoor all-camp gathering are held. Downstairs are classrooms, Camp Luther and Camp Caesar offices.

5) Rhododendron Dining Hall – opposite Burton Hall

8) Gazebo – between Burton Hall and Dining Hall

6) White House – Medium sized white building next to Oaks. Used as nurses' cabin and sleeping quarters.

4) Gregory Hall Circular building between Front View and Dining Hall near front lawn. Used for program assemblies and activities.

14) Administration Building – Open floor-plan building just before basketball court. Used for classes.

9) Director's Cabin – Small cabin triangulated between Burton Hall, Cantral Hall and Whip-poor-will. This is where the reverend director lives for the week. NOTE: The "Director's House" on the map (#17) is the house of the director of Camp Caesar.

12) Cantral Hall – across footbridge from lower ballfield. Used for the craft cabin.

The Shed (not numbered but on map) – Small white building opposite Mt Rest where we store our camp paraphernalia for the year.

15 & 16) Brookside & Gauley – twin cabins bracketing main (far right) entrance into camp.

Covenant Hollow (not numbered, not on map) – area by the stream between #22 and #24 next to the footbridge. Place for worship and special services.

The following is the list we send the campers:

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What to Bring to Camp Luther

- Bible
- Pen, pencils, and notebook
- Stamps, postcards/paper, envelopes (pre-addressed is good!)
- Sleeping bag, pillow, pillow case, or sheets and blanket
- Bath towels and wash cloths (at least two sets)
- Soap and container, shampoo
- Hair dryer/curling iron
- Toothbrush, toothpaste, drinking cup
- Comb and brush
- Deodorant
- Jacket or heavy sweater
- Raincoat
- Summer shorts and tops/t-shirts
- Heavy shirt; warm pants, jeans or sweatpants
- Plenty of socks & underwear
- 2-3 masks in case of COVID-19 exposure/need for quarantine
- Coat hangers
- Sports/hobby equipment (soccer players-shinguards)
- Swimsuits, beach towel & sun block
- 1-2 pairs of tennis shoes and shower shoes
- Camera
- Special medicines if needed (**to be turned in at Medical Cabin upon registration**)
- Flashlight
- Bug Spray
- Old clothes for Olympics Night
- Large plastic bags for wet/damp clothing
- **Most importantly, a sense of humor and the spirit of cooperation!**

What NOT to Bring to Camp Luther

- Camera phones (if it's your only camera, you won't have use of it during the week)
- Video cameras (this is to protect against any embarrassing internet postings)
- Cell phones of any kind (may be brought but must be turned in at arrival)
- Devices that connect with the internet or Bluetooth (tablets, iPads, Kindle Fires, etc.)
- Alcoholic beverages
- Tobacco products, vapes and chargers
- Drugs not prescribed TO THE CAMPER by a physician
- Weapons (guns, knives, etc.)

➤ *Explosives*

In addition, there is zero tolerance for stealing or sex, i.e. “intimate relations”. Such conduct or bringing the above listed items will be a violation of camp rules and will result in immediate dismissal. Transportation home will be at the expense of the parent/guardian.

And please do not bring new or expensive clothing, jewelry, or other such items.

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Staffers: In addition to the stuff listed above there’s a few thing you all might want to consider:

A folding chair. You know, like the ones people take to picnics. They’re convenient, comfortable and cost about \$10.

Your phone charger. Yes, you are allowed to have a phone, though it is asked that you only use it when necessary and preferably out of sight of the campers. I realize many of us have jobs that let us take time off for camp but still want to be able to get hold of us should the need arise. Also, should you need me while we’re at camp and can’t find me, calling me on my cell phone is the fastest way to get hold of me (I have to wear it because parents need to be able to get hold of me, too). The office has the number.

A small throw rug is nice, especially for those of you in the bottom of Mt. Rest, Maples and Trail’s End. Cold cement floors aren’t the most welcoming things to put your feet down on first thing in the morning 😊

A small fan (or large for that matter) can pay dividends because while it will most likely be cool at night, the cabins can get a bit stifling during the day. (Plus, anything that moves the smell around in the guys’ cabins has to be considered a good thing 😊)

Finally, I ask that you bring all the patience you can muster (I’ll be glad to take what you don’t use!) Like any large organization, things won’t go exactly as planned. We’ve been conducting Camp Luther for over 75 years and we still get thrown a couple curveballs every time we assemble. Be patient, be flexible and realize we’re all on the same team working to accomplish the same mission. Do that and you’re well on your way to having a great and memorable week!

NOTE: At the end of Camp Luther, 2013, after the vast majority of campers and staff had departed Camp Caesar, a young boy from the Junior program was baptized in the creek in front of Cantral Hall by a Junior teacher. This boy had not been raised in the church and during the course of the week requested that he be baptized. After receiving permission from his father, we proceeded with the sacrament as the child was leaving the area 2 days after camp and we have no idea if we'll ever see him again. For many it was one of the most moving events they can recall at Camp Luther.

That said, it was agreed that this was a special set of circumstances that drove this baptism to take place at camp and that we needed a policy in place should other children/parents make a similar request. That policy is as follows:

Statement on Sacramental Practices at Camp Luther

One of the beautiful aspects of Camp Luther is that it draws a variety of people from many different backgrounds and experiences. Gone are the days when each camper came from a Lutheran congregation in our synod. Indeed many of our campers bring friends or family who are not church members previously. This puts us in a unique position with regard to the sacraments of Baptism and Holy Communion.

The Lutheran Church teaches that while any person is "able" to perform a Baptism, it is good order, preferable, and in the best interest of nurturing faith development if a child is baptized within the context of a congregation officiated by a pastor of the Church. Except in the case of very unusual or life-threatening circumstances, every effort should be made to insure that the gift of Holy Baptism is received within a congregation that joins with the newly baptized in a supportive relationship which strengthens faith and teaches the Christian life. This is why, for example, a child baptized in an emergency situation at the hospital usually has a public affirmation of the event at worship with the larger community.

With that in mind, it becomes important, then, that we as staff at Camp Luther have a unified understanding of such sacramental practices so that we are consistent with our responses to any of our campers. We do not want to assume facts about the campers or their experiences because our language may become "exclusive" without our intent.

Given our diverse camp population it may be the case that a child will ask if they can be baptized while they are at Camp Luther. We all know that our week at camp is a mountain-top experience. While we will want to support any child in that desire, the proper place for baptism to occur would be in the child's home congregation with their family, sponsors and a community taking responsibility in the child's nurture in the faith whether it be in a Baptist,

Roman Catholic or another Lutheran congregation. Our job as staff is to help make those connections for that child once they return home. If a child asks you about being baptized at camp the appropriate response is to connect them with a pastor in their home community. To this end you are encouraged to contact any of the pastors in your program or the Director who will mail a letter to a child's home church or make a contact with a pastor in that child's community to follow up with the camper and his/her family.

If you are a teacher and wish to send home a note or letter similar to the one below that is encouraged.

Dear _____

We have had a wonderful week at camp with your child. During the week we talked about the gift of Baptism and God's inclusion of us into a family of faith. I wanted to make you aware, if you were not already, that _____ has expressed interest in being baptized and so I would encourage you to speak with your pastor or a pastor in your community to explore what this might mean for _____ and their growth in Christian faith and life. Thank you for entrusting _____ to our care this past week. Sincerely,

.....

This could be done when you return from camp but the important thing is to make the connection for the camper with a community of faith where they can worship, receive Christian education and be part of a congregation of believers.

Regarding our policy on giving/receiving Holy Communion at Camp Luther:

The celebration of Eucharist/Holy Communion within the life of the ELCA is the responsibility of an ordained pastor and so Holy Communion is only shared when an ordained pastor is present to preside. Consistent with the teachings of the ELCA "admission to the Sacrament is by invitation of the Lord, presented through the church to those who are baptized."

Other practices such as weddings, or funerary activities are at the discretion of Camp Caesar as they are separate from Camp Luther's ministry.

Camp Luther Social Media/Electronic Media Policy

THEOLOGICAL PREMISE

We, the staff of Camp Luther, are first and foremost Christians who are called by God through the waters of Baptism to new life in Christ. As Christians, we are called to “lead a life worthy of the gospel of Christ” (Philippians 1:27). It is Christ’s own self-giving in both His life and His death upon the cross that gives us our example for Christian life. We fulfill our call as Christians both by our duties and commitments during the week of Camp, but more importantly, in what we do and in who we are every day of our lives. The advent of social media has provided us with a new arena in which we lead our lives. By our words and in our identities we are witnesses to the gospel of Christ. Our identities are not that of moral or spiritual perfection, but that of living out the good news that we are justified by God’s grace and therefore called to live out that grace in daily life.

In the Large Catechism, Luther explains the fifth commandment, to not kill, where he writes, “In the first place, that we harm no one, first, with our hand or by deed. Then, that we do not employ our tongue to instigate or counsel thereto.” Put simply, our Lord commands that we be intentional about our care for others and take every precaution to avoid doing them any kind of harm. The potential for harm done to others by way of social media is well documented and cannot be ignored. To do so would be to disregard our Lord’s commandment.

OVERVIEW

These guidelines apply to you if you’re a Camp Luther staff member or plan to become one and you participate in any kind of online or social media including, but not limited to,

- Use of Facebook, MySpace, Twitter, Google+, other social networks, or
- Creating or contributing to blogs, wikis, community sites, message boards, virtual worlds, Instagram or other shared photography sites.

For simplicity’s sake, the remainder of this policy will refer to these activities and all other online forums as social media.

These guidelines concern your personal use of social media. Online behavior that does not align with these guidelines may result in non-consideration for a staff position.

While Camp Luther encourages you to use and enjoy social media, especially as a tool for sharing the positive attributes of Camp Luther with friends made through the Camp Luther experience, it is important to understand Camp Luther’s expectations about online activity. Camp Luther can reap the rewards of the web’s ability to “virally” pass-along information and, to that end, encourages you to share links to videos, photos and articles. However, remember that social media is inherently public and easily accessed. Even sites that aren’t naturally searchable to those who aren’t friends with you have a networking effect when you post something. Friends of your friends (and so on) can see your information and status updates when enough of a conversation gets started. **Put simply, if what you have to say will benefit Camp Luther, then post it. When you’re unsure, then here’s a rule of thumb: if you**

wouldn't be comfortable saying it in front of your grandmother, mother, pastor, or Camp Luther Director, then don't post it.

GENERAL DO's AND DON'Ts

Do be a good Web citizen. Be constructive. Remember that the Social Web is about connecting people, ideas and information. Use it in your own personal ways, but be courteous, be respectful of diversity, exercise good common sense and judgment, and exemplify Christian virtue.

Do write and post responsibly.

- Show proper consideration for your own personal privacy as well as that of others.
- Be judicious in your engagement of topics that may be considered objectionable or inflammatory. Never use ethnic/racial slurs, personal insults, obscenities, or other insulting and/or abusive language.
- Conduct yourself with the same level of dignity, humanity, and respect that would be acceptable and appropriate while serving at Camp Luther. Never represent yourself supporting illegal activity, glorifying violence, or condoning hatred.
- If writing about Camp Luther-related topics, you may link to the official Camp Luther web page or Facebook page when applicable.
- Remember that although you have "removed" a comment or post, once something is published online, there is a permanent record that may easily be misinterpreted or taken out of context.

Do befriend your Deans, Director and clergy as part of your social media circle.

Don't expect privacy when participating in social media. You should recognize that these communications are typically not considered private under applicable law.

Don't disclose, reference, tag, or discuss campers.

Don't befriend/follow/friend-request campers on social media sites. If you choose to accept a camper's friend request or invitation-to-follow, it must be done with careful consideration of the necessity to conduct yourself in all aspects of your participation in social media with the same level of professionalism that is expected of you during the week of Camp Luther. Recognize that when doing so, you must continue the staff/camper relationship in perpetuum and, in effect, convert your social media forum into an extension of your Camp Luther role.

Don't share Camp Luther grievances or conflicts. Issues that begin at Camp Luther need to either remain at Camp Luther or be discussed privately with the Director or Dean.

Two Final Dos

Do bring to your Deans' or the Director's attention anything you've encountered while participating in social media that could be considered inappropriate, offensive or potentially slanderous to Camp Luther.

Do reach out to your pastor, Deans or the Director for guidance if you have any doubt as to whether or not you should post something that may jeopardize your Christian integrity and/or your staff position with Camp Luther.

Whereas...

1. The free use of social media and electronic media during camp poses a potential risk to the campers' safety and security.
2. Mobile devices that make it increasingly easier for pictures and videos to be shared via social media pose a potential threat to the welfare and/or dignity of each camper.
3. The integrity of Camp Luther could be compromised by the use of social media when pictures or videos of personal faith events shared by campers and staff during Camp Luther are made accessible to the public that is potentially unaware of the context, or misunderstand the meanings or purposes behind those personal faith events.
4. The Camp Luther Mission directly involves an experience of Christian community, mobile devices with or without internet access might create a variety of distractions that divert campers and staff from the mission.

Therefore, be it resolved that...

1. Campers will not be permitted to use any device that has the ability to communicate telephonically, text, or access the internet unless deemed necessary by the Program Deans and/or the Director and, then, only in their presence (e.g. family emergency).
2. **Staff members are not to use any type of social media during the camp week.** Please encourage family/friends to follow the Camp Luther Facebook page for updates throughout the week. *(edited in 2017 by Deans & Director)*
3. Staff may utilize electronic media, at the discretion of their program's deans, as a resource for enhancing program activities.
4. Staff members are discouraged from using mobile devices to make personal calls, access the internet, text, or in any way risk distraction from their duties during camp, especially while in the presence of campers.
5. The Deans or the Director may ask or designate specific staff to carry their cell phones [no tablets or devices other than cell phones] with them and use them to facilitate inter-camp communication in the form of phone calls or text messages.
6. The Camp Caesar Wi-Fi connection, accessible in the corner of Burton Hall, will be password protected and access will be granted to staff members when the Director deems it a clear necessity either for the camp or for the person.
7. The office administrator shall assist with the maintenance of the Camp Luther website, Facebook page and other forms of social media specifically designated and recognized by Camp Luther for the purposes of Camp Luther. The staff shall be encouraged to bring digital photos and/or videos to Camp Luther's designated media manager for use in 5 O'Clock News, Morning Worship etc. From these places some pictures and videos can be selected by the director or the office administrator for use on the Camp Luther website and SM sites maintained by the office administrator.

Faithfully submitted by...

Rev. Rich Moore
Norma Gensler
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Mike Propst
Rollin Bohn
Stephanie Carl-Greene

Camp Luther Crisis and Abuse Policy

It is difficult to grow in faith when one's mental and physical safety are at risk. The following are reminders of how we can keep our campers safe while at camp and in the community. It takes each and every one of us to contribute to this effort.

Mandated Reporting

Because you are volunteering with youth in the state of West Virginia, you are now considered a mandated reporter. This means that you have a legal responsibility to notify proper parties (see below) if you know or suspect that neglect or abuse (e.g., physical, sexual, emotional, financial) is taking place with a vulnerable population (defined as being a minor, older adult, or an individual with a disability).

By serving at Camp Luther, you are confirming your understanding and legal obligation during the week of camp to protect our campers in the following ways:

- If you suspect or know fully that a camper is being abused or neglected, you need to notify your program dean(s) as soon as is discretely possible, before the end of the day.
- This topic involves difficult material. The deans and director want to be of support to you in this process. They will assist in clarifying if the information gathered is reportable. When in doubt, make a call to the local and state authorities. If they do not think the content is reportable, but you still do—make a report. As hard as the topic is and as many concerns we may have about potential outcomes, at the end of the day we are prioritizing the safety of the campers in our care.
- By West Virginia regulations, you are legally obligated to make a report to either Child Protective Services (CPS) or 911 emergency services within a 24-hour period of you becoming privy to the suspected or known abuse and/or neglect. Please see the Mental Health Resource Guide for how to make a call.
- The timing of your call is crucial. Though our campers might be considered safe and out of harm's way while they are with us at camp, local authorities need time to investigate, determine if other individuals (e.g., sibling who did not attend camp) are still residing in the unsafe home, and find necessary housing upon the end of camp. Please act quickly when you become aware of material that is reportable.
- Because this pertains to safety and legal matters, documentation is key. A report should be written and signed by all staff members involved in the matter to document that a report to local authorities has been made. This report ensures all staff members involved are aware of the steps taken regarding the case and have confirmation if a call was deemed necessary. Even if the content is not deemed reportable, it is still recommended that a report be written.
- Our campers have the right to privacy. What is discussed, shared, reported, and written should not be disclosed to other members unaffiliated with the case (e.g., family, friends, other staff members, etc.). It is good to remember that this is someone else's story and unfortunate challenge. It should not be used as gossip or entertainment at any point.

Please reference the Mental Health Resources Guide for further guidance on this topic. Additional information is also available on Praesidiom Academy's website.

Self-harm and Homicidal Intent

In addition to knowing how to respond when campers may be at risk of neglect or abuse, it is also beneficial to know how to respond when campers express intent to engage in self-harm (e.g., cutting, suicide) and/or intent to harm others. Having a plan will help everyone respond from a place of reduced anxiety, which leads to more positive outcomes. The following are steps to be taken to protect campers from self-harm and homicidal intent:

- We need to treat all statements of intent to self-harm or harm towards others seriously. Even if it just seems like an expression of frustration, double check. Please see the Mental Health Resources Guide for assessment questions to help determine if someone is at risk.
- Timing is essential, and actions need to be taken immediately for the safety of the camper or other parties. Do not leave the camper alone when you hear them make a statement (or when you have been notified that a

statement has been made). Calmly escort the individual to an empty classroom in Lower Burton as discretely as possible. Be sure to have another staff member with you as well. As soon as possible and while in transit, notify your program dean(s) of where you are and the situation at hand. The dean will notify the medical team, who will join the discussion and planning process for next steps.

- The main highlights during assessment are inquiring into if the camper has a plan, easy access to materials to complete the plan, and intent to act on said plan. Affirmative responses to these questions are signs warranting further evaluation at a hospital.
- To avoid campers leaping out of personal vehicles and legal concerns with physical restraints, it is recommended that 911/EMT personnel are contacted to escort appropriate campers to the hospital for additional assistance, as necessary.
- The conversations held and interventions applied should be documented.
- Confidentiality regarding the situation should also be upheld as with mandated reporting.

Though these topics are heavy and campers might not always appreciate your assistance in these matters, please know that you are acting with the best of intentions to keep the Camp Luther community safe. Please reference the Mental Health Resource Guide for more information on this topic.

Mental Health Resource Guide CL 2023

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Reporting Abuse and Neglect

*A report of abuse or neglect must be made within 24 hours of finding out about the abuse.

The West Virginia Department of Health and Human Resources

(<https://dhhr.wv.gov/bcf/Services/Pages/Centralized-Intake-for-Abuse-and-Neglect.aspx>) states the following information is necessary to make a report:

*“Demographic information of the victim(s)
Type of abuse or neglect suspected
Is the victim in imminent danger?
Location of the victim and caregivers
Is there a protective caregiver present?
Does the alleged perpetrator have access to the victim?
General functioning of victim and caregivers
Any safety threats for first responders”*

The Maryland Department of Human Services (<http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/>) additionally states:

“When making a report of suspected abuse, the report must include at minimum:

- The name and home address of the child and the parent or other individual responsible for the care of the child;*
- The present location of the child;*
- The age of the child (or approximate age);*
- Names and ages of other children in the home;*
- The nature and extent of injuries or sexual abuse or neglect of the child*
- Any information relayed by the individual making the report of previous possible physical or sexual abuse or neglect.*
- Information available to the individual reporting that might aid in establishing the cause of the injury or neglect;*
- The identity of the individual or individuals responsible for abuse or neglect*

The person receiving your report will request additional information in order to obtain the most comprehensive and complete information possible to inform decision making and subsequent agency actions. Because Child Protective Services seeks to affect both safety and change, information on the family’s strengths as well as difficulties will be requested.

If reporting abuse or neglect of a child involving mental injury, include a description of the substantial.

All reports of suspected child abuse are immune from civil liability unless they are purposefully erroneous or malicious.”

Staff need to document the discussions held with camper(s), CL staff, and state/federal agencies (and any other party who was involved). The report should include specific times (or approximations) of when discussions took place, names and titles of parties involved, actions taken, and follow up steps (if necessary). It is helpful for the report to include the contact information of the agency staff (i.e., CPS/ APS, local police/law enforcement) whom you communicated with. This will be crucial for follow up to get an update on what the agency decided to do. Some agencies have a policy to notify reporters via phone-call or letter within a few days.

However, not all agencies follow this practice. It is therefore the reporter's responsibility to follow up and notify all CL staff members who were involved of the outcome. CL Program Deans and the Director (and any other CL staff involved) need to review the composed document and provide their signatures indicating the reported actions took place. The Director maintains a copy. It is also good for those that signed the document to also receive a copy. A review of confidentiality is important upon submission of copies (electronically or otherwise). Depending on the time of the report, you may not have confirmation yet of what the agency decided to do to include in your follow up section. In this instance, the reporter is advised to make an addendum and submit it again to all parties who previously received a copy of the original report.

A sample report is provided on page 12.

Child Abuse Reporting Numbers and General Resources by State

State	Toll Free Child Abuse and Neglect Hotline (Provided by MD Dept of HS)	Additional Resources by State
Alabama (AL)	800-422-4453 Childhelp®	Alabama Department of Human Resources: http://www.dhr.state.al.us/ Alabama Department of Mental Health and Substance Abuse Services: http://www.mh.alabama.gov/SA/
Alaska (AK)	800-478-4444	Alaska Department of Health and Social Services: http://www.dhss.alaska.gov/Pages/default.aspx
Arizona (AZ)	888-767-2445	Arizona Department of Health Services: https://azdhs.gov/
Arkansas (AR)	800-482-5964	Arkansas Department of Human Services: https://humanservices.arkansas.gov/
California (CA)	800-422-4453 Childhelp®	California Health and Human Service Agency: http://www.chhs.ca.gov/Pages/Home.aspx
Colorado (CO)	303-866-5932	Colorado Department of Human Services: https://www.colorado.gov/CDHS
Connecticut (CT)	800-842-2288 800-624-5518 (TDD/hearing impaired)	Connecticut Department of Social Services: http://portal.ct.gov/DSS Connecticut Department of Mental Health and Addictions Services: http://www.ct.gov/dmhas/site/default.asp
Delaware (DE)	800-292-9582	Delaware Health and Social Services: http://www.dhss.delaware.gov/dhss/
District of Columbia (DC)	202-671-7233	DC Department of Human Services: https://dhs.dc.gov/
Florida (FL)	800-962-2873	Florida Department of Health (Programs and Services): http://www.floridahealth.gov/PROGRAMS-AND-SERVICES/index.html
Georgia (GA)	800-422-4453 Childhelp®	Georgia Department of Human Services: https://dhs.georgia.gov/
Hawaii (HI)	808-832-5300	Hawaii Department of Human Services: http://humanservices.hawaii.gov/
Idaho (ID)	800-926-4453	Idaho State Website (Health Services):

	208-332-7205 (TDD)	https://www.idaho.gov/family-records/health-services/
Illinois (IL)	800-252-2873	Illinois Department of Human Services: http://www.dhs.state.il.us/page.aspx
Indiana (IN)	800-800-5556	Indiana State Department of Health: https://www.in.gov/isdh/ Indiana Family and Social Services Administration: https://www.in.gov/fssa/
Iowa (IA)	800-362-2178	Iowa Department of Human Services: http://dhs.iowa.gov/
Kansas (KS)	800-922-5330	Kansas Department of Health and Environment: http://www.kdheks.gov/ Kansas Department for Children and Families: http://www.dcf.ks.gov/Pages/Default.aspx
Kentucky (KY)	877-597-2331	Kentucky State Website (Health and Family): https://kentucky.gov/health/pages/default.aspx Kentucky Cabinet for Health and Family Services: http://dbhdid.ky.gov/dbh/default.aspx
Louisiana (LA)	855-452-5437	Louisiana Department of Health: http://www.ldh.la.gov/ Louisiana Department of Children and Family Services: http://dss.state.la.us/#2
Maine (ME)	800-452-1999 800-963-9490 (TTY)	Maine Department of Health and Human Services: http://www.maine.gov/dhhs/
Maryland (MD)	800-332-6347	Maryland Department of Human Services: http://dhr.maryland.gov/
Massachusetts (MA)	800-792-5200	Massachusetts Executive Office of Health and Human Services: https://www.mass.gov/orgs/executive-office-of-health-and-human-services
Michigan (MI)	855-444-3911	Michigan Department of Health and Human Services: https://www.michigan.gov/mdhhs
Minnesota (MN)	800-422-4453 Childhelp®	Minnesota Department of Human Services: https://mn.gov/dhs/
Mississippi (MS)	800-222-8000	Mississippi Department of Human Services: http://www.mdhs.ms.gov/
Missouri (MO)	800-392-3738	Missouri State Website: https://www.mo.gov/ (family services and health)

		Missouri Department of Social Services: https://dss.mo.gov/
Montana (MT)	866-820-5437	Montana Department of Public Health and Human Services: https://dphhs.mt.gov/
Nebraska (NE)	800-652-1999	Nebraska Department of Health and Human Services: http://dhhs.ne.gov/Pages/default.aspx
Nevada (NV)	800-422-4453 Childhelp®	Nevada Department of Health and Human Services: http://dhhs.nv.gov/
New Hampshire (NH)	800-894-5533	New Hampshire Department of Health and Human Services: https://www.dhhs.nh.gov/
New Jersey (NJ)	877-652-2873 800-835-5510 (TDD/hearing impaired, TTY)	New Jersey Department of Human Services: http://www.state.nj.us/humanservices/
New Mexico (NM)	855-333-7233	New Mexico Human Services Department: http://www.hsd.state.nm.us/
New York (NY)	800-342-3720 800-369-2437 (TDD/hearing impaired, TTY)	New York State Services: https://nyconnects.ny.gov/home New York Department of Family Assistance: http://dfa.ny.gov/
North Carolina (NC)	800-422-4453 Childhelp®	North Carolina Department of Health and Human Services: https://www.ncdhhs.gov/
North Dakota (ND)	800-422-4453 Childhelp®	North Dakota Department of Human Services: https://www.nd.gov/dhs/
Ohio (OH)	800-422-4453 Childhelp®	Unable to view any of the sites associated with ohio.gov It seems it's better to google services by county instead.
Oklahoma (OK)	800-522-3511	Oklahoma Department of Human Services: http://www.okdhs.org/onlineservices/pages/default.aspx
Oregon (OR)	855-503-7233	Oregon Department of Human Services: https://www.oregon.gov/DHS/pages/index.aspx
Pennsylvania (PA)	800-932-0313 866-872-1677 (TDD)	Pennsylvania Department of Human Services: http://www.dhs.pa.gov/
Rhode Island (RI)	800-422-4453 Childhelp®	Rhode Island Department of Human Services: http://www.dhs.ri.gov/
South Carolina (SC)	800-422-4453 Childhelp®	South Carolina Department of Health and Human

		Services: https://www.scdhhs.gov/
South Dakota (SD)	800-422-4453 Childhelp®	South Dakota Department of Human Services: http://dhs.sd.gov/
Tennessee (TN)	877-237-0004	Tennessee Department of Human Services: https://www.tn.gov/humanservices.html
Texas (TX)	800-252-5400	Texas Department of Family and Protective Services: http://www.dfps.state.tx.us/ Texas Department of Health and Human Services: https://hhs.texas.gov/
Utah (UT)	855-323-3237	Utah Department of Human Services: https://dcfs.utah.gov/
Vermont (VT)	800-649-5285	Vermont Department for Children and Families: http://dcf.vermont.gov/ Vermont Agency of Human Services (Resources): http://humanservices.vermont.gov/resources
Virginia (VA)	800-552-7096	Virginia Department of Social Services: http://www.dss.virginia.gov/index.html Virginia Community Services Board: http://vacsb.org/csb-bha-directory/
Washington (WA)	866-363-4276 800-624-6186 (TDD)	Washington State Department of Social and Health Services: https://www.dshs.wa.gov/
West Virginia (WV)	800-352-6513	West Virginia Department of Health of Human Resources: https://dhhr.wv.gov/Pages/default.aspx West Virginia Bureau for Children and Families: https://dhhr.wv.gov/bcf/Pages/default.aspx
Wisconsin (WI)	800-422-4453 Childhelp®	Wisconsin Department of Children and Families: https://dcf.wisconsin.gov/ Wisconsin Department of Health Services (Mental Health): https://www.dhs.wisconsin.gov/mh/index.htm
Wyoming (WY)	800-422-4453 Childhelp®	Wyoming Department of Family Services: http://dfsweb.wyo.gov/home

National Hotlines and Resources

Crisis Intervention Hotlines for Youth (dealing with conflicts, family stressors, suicide, runaway youth, drugs and alcohol, homelessness)

- Boys Town Suicide and Crisis Line: 1-800-448-3000
- Covenant House Hotline: 1-800-999-9999
- National Youth Crisis Hotline: 1-800-442-HOPE

- TXT 4 HELP Interactive (allows youth in crisis to text with a mental health professional): <http://www.nationalsafeplace.org/txt-4-help>

Domestic/ Intimate Partner Violence

- National Hotline: 1-800-799-SAFE
- Break the Cycle: www.breakthecycle.org (for teens and young adults)
- Love is Respect: www.loveisrespect.org (for teens and young adults)

LGBT Youth Support

- <https://www.cdc.gov/lgbthealth/youth-resources.htm> (provides good list of additional resources)

Mental Health Providers (Longer term support, AKA, not crisis)

- NAMI (National Alliance of Mental Illness): <https://www.nami.org/Blogs/NAMI-Blog/June-2018/4-Ways-Teens-Can-Access-Therapy-Without-Health-Ins>
 - NAMI covers a lot of ground from education on mental illness/ well-being and ways to find support
- PsychologyToday: <https://www.psychologytoday.com/us> (includes options for sliding fee scale)
- Also see resources by state listed above (as not all states have a Community Service Board).
- By contacting one's insurance, they should also be able to provide a copy a list of those within network
- Greifnet.org provides support to children and adults experiencing grief. They provide a thorough list of on-line support groups that range in areas from death of friend, sibling, pet, to losses related to health. Some of the losses are categorized by the sexual orientation of the survivor as well as the nature of the death of the loved one.

Sexual Assault

- National Rape Crisis Hotline: 1-800-656-4673
- Rape, Abuse, and Incest National Network (RAINN): www.rainn.org

Substance Abuse/ Alcoholism Hotlines

- Alateen: 1-800-352-9996
- National Drug Information Treatment and Referral Hotline: 1-800-662-HELP
- Alcoholics Anonymous: www.aa.org
- Narcotics Anonymous: www.na.org

Suicide Prevention Hotlines

- National Suicide Hotline: 1-800-SUICIDE
- National Suicide Prevention Hotline: 1-800-273-TALK

Assessing Suicidal Risk

Below is a list of questions to be asked if an individual expresses suicidal intent/ideation:

- Do they have a plan?
 - If yes, what is it and do they have the means (materials to act out plan)?
 - Is the means available/ where is it kept?
 - What has stopped them from killing themselves?
- Have they attempted in the past?
 - How many times?
 - What happened?
- Are they engaging in preparatory behaviors?
- Do they have a support system?
 - Who does it include, and do they know about the suicidal ideations?
- Do they use alcohol or drugs?
- Do they have a mental health diagnosis?
- Are they prescribed medications?
 - Which ones?
 - Are they taking them?

Having a plan, easy access to a means, and intent are signs warranting further evaluation at a hospital.

Again, timing is essential, and actions need to be taken immediately. Calmly escort the individual to the medical cabin. Be sure to have another staff member with you and as soon as possible notify your Deans of where you are.

Staff need to document the discussion had with the individual, other CL staff who were involved, hospital personnel, and campers' legal guardian(s). The report should include specific times when discussions took place, names and titles of parties involved, actions taken, and follow up steps. It is important for the report to include the contact information of the hospital staff you communicated with. CL Program Deans and the Director (and any other CL staff involved) need to review the composed document and provide their signatures indicating the reported actions took place. The Director maintains a copy. It is also good for those that signed the document to also receive a copy. A review of confidentiality is important upon submission of copies (electronically or otherwise).

A sample report is provided on page 14.

Assessing Homicidal Risk

Below is a list of questions to explore to assess threats:

- What are the details of the threat?
 - Are there detailed plans (i.e., time of day/ method)?
- Are victims identified?
- Do they have a means to act out plan?
- What is the emotional state of the individual?
- Are there any stressors/triggers that might predispose the individual to violence?
- Does the individual use drugs?

Low Threat (suggests possible psychiatric evaluation):

- Threat is vague with little details
- Plan is not logical
- Content of threat suggests there is lowlihood that the person would carry it out

Medium Threat (need to be monitored closely and suggest possible hospitalization for evaluation):

- Threat is more direct/ concrete
- Wording suggests person has given plan some thought
- No strong indication that the individual has engaged in preparatory behaviors

High Threat (include law enforcement)

- Threat is direct, specific and plausible
- Individual suggests they have engaged in preparatory behaviors

Jackson-Cherry, L. R., & Erford, Bradley (2018). Crisis Assessment, Intervention, and Prevention (3rd Edition). Upper Saddle River, NJ: Pearson Education Publishing Company.

Staff need to document the discussion had with the individual, other CL staff who were involved, law enforcement, and campers' legal guardian(s). The report should include specific times when discussions took place, names and titles of parties involved, actions taken, and follow up steps. It is important for the report to include the contact information of the law enforcement officer (or hospital staff) you communicated with. CL Program Deans and the Director (and any other CL staff involved) need to review the composed document and provide their signatures indicating the reported actions took place. The Director maintains a copy. It is also good for those that signed the document to also receive a copy. A review of confidentiality is important upon submission of copies (electronically or otherwise).

Documentation Samples and Templates

The samples included below are hypothetical and are not based on true events.

Child Abuse and Neglect Report

Date of Incident: 6-10-2018

Date of Report: 6-10-2018

Camper(s) Involved: Harry Potter (Senior Camp), Ron Weasley (Senior Camp)

Camp Luther Staff Involved: Irma Pince (Senior Co-Dean), Rubeus Hagrid (Senior Co-Dean), Albus Dumbledore (Camp Director), Hermione Granger (Senior Counselor)

Nature of the Incident: At approximately 3:00pm, Ron Weasley (Senior Camper) approached Hermione Granger (Senior Counselor) expressing concern over a conversation he had just had with fellow camper Harry Potter (Senior Camp) early that morning. Harry had reportedly informed Ron that he is being physically abused by his uncle at home. As Harry was telling this story to Ron, he rolled up his arm sleeve to show a bruise on his upper right arm the size of a softball. Harry reportedly informed Ron that he frequently has altercations with his uncle. Ron is worried about the safety of Harry and felt it was important to disclose to CL Staff.

Hermione thanked Ron for sharing the information and stated she would follow up to ensure proper action is taken. At approximately 3:15 pm Hermione notified Senior Co-Deans (Irma Pince and Rubeus Hagrid) in-person of the information provided. At 3:17 pm, Co-Dean, Rubeus notified Albus Dumbledore (Camp Director) by phone of the situation and intentions to privately speak with Harry as soon as possible.

At approximately 3:30pm, Hermione and Rubeus met with Harry privately to inquire about the validity of Ron's report. Harry's narrative matched that of Ron's earlier, adding he typically is "pushed around" and punched by his uncle a few times a week. Harry commented he normally gets hit so hard that the force of the punch will often leave marks on his body for days. The most recent fight (which led to the current bruise) took place on the Saturday before camp (6-8-2018). Harry confirmed he lives with his aunt and uncle, who are his legal guardians (biological parents are deceased). Harry reported his 10-year-old cousin also resides with them in the household, but has not knowingly been the target of the uncle's physical aggression. Harry expressed concern for not wanting to return home.

Hermione and Rubeus expressed their concern regarding Harry's living situation and their intent to notify Albus and Child Protective Services. Immediately following their conversation with Harry (at approximately 4:15 pm), Hermione and Rubeus contacted Albus in-person to inform him of the above-mentioned information that was obtained from Harry directly. At approximately 4:25 pm, Hermione contacted Child Protective Services. Hermione reported the above-mentioned information regarding Harry to Lucille Ball, Social Worker for Child Protective Services (CPS; 000-000-0000). Lucille Ball thanked Hermione for her call and stated she would pass the report along to her supervisor for further investigation.

Follow Up: On June 12, 2018, Hermione contacted Lucille Ball at approximately 2:00 pm to inquire the status of the report made June 10, 2018. Lucille Ball confirmed that an investigation was already underway. Hermione notified both Senior Deans and the Director of the update at approximately 2:15 in-person.

Camp Luther Director

Signature

Date

Spiritual Director/ Registrar

Signature

Date

Senior Co-Dean

Signature

Date

Senior Co- Dean

Signature

Date

Senior Counselor

Signature

Date

Senior Counselor

Signature

Date

Suicidal Ideation Report

Date of Incident: 6-10-18

Date of Report: 6-10-18

Camper Involved: Harry Potter

Camp Luther Staff Involved: Irma Pince (Senior Co-Dean), Rubeus Hagrid (Senior Co-Dean), Albus Dumbledore (Camp Director), Hermione Granger (Senior Counselor), Minerva McGonagall (Registrar)

Description of Event: At approximately 3:00 pm, Harry Potter (Senior Camper) was observed by Hermione Granger (Senior Counselor) to be disengaged from a group activity taking place. Hermione motioned for Irma Pince (Senior Co-Dean) to come over. Together both staff members privately inquired if Harry was doing alright. Harry indicated he was having a hard time coping with his recent breakup and considered "ending it all." Both staff members asked Harry to clarify what he meant by this phrase. Harry replied, "I don't want to live anymore...since the breakup I often think of killing myself." Both staff members asked Harry questions to assess how serious his plans were for suicide. Harry denied taking prescribed medications or having a mental health diagnose. Harry stated he has never informed anyone of his thoughts before.

Description of Affect (feeling or mood) /Behavior/ Cognition (thinking patterns):

Affect: dulled; Behavior: disengaged, Cognition: Rigid

What thoughts have they had about suicide? (to include frequency, duration, intensity):

Harry reports thinking of suicide almost every day, most of the day. He states he has felt this way for two weeks.

Plan: Harry reported thinking often of taking a bunch of aspirin.

Preparatory Behaviors: None currently

Identified Means: Possibly pills from his parent's medicine cabinet

Access to Means: Harry has access to pills once he returns home in six days. Currently, Harry does not have access to pills while at camp. He did not bring any medication to camp and the medical staff have all medications properly locked up. Harry is not in possession of any other weapons.

Previous Attempts: None were reported

Actions Taken: Irma and Hermione accompanied Harry to CL's medical cabin. Harry stayed under the supervision of CL medical staff while Irma notified Albus Dumbledore (Camp Director) at approximately 3:45pm via phone of the information received from Harry. While Irma was updating Albus, Hermione contacted Minerva McGonagall (Camp Registrar) to obtain Harry's legal guardian's contact information, demographic information, and medication list. At approximately 4:00 pm, Harry's legal guardian was contacted and informed of Harry's suicidal ideation. Legal Guardian reportedly was shocked at the news, but was appreciative of plans to accompany Harry to the hospital for a psychiatric evaluation.

At approximately 4:15pm, Hermione and Irma accompanied Harry to ABC Hospital. (Harry voluntarily agreed to go). Hermione and Irma provided Harry's demographic information to ABC Hospital Staff. Contact information was exchanged with Lucille Ball, ABC's Social Worker. At approximately 5:00pm, Harry was admitted to ABC Hospital. ABC staff indicated they would be contacting Harry's legal guardian's upon discharge (date not set).

Follow Up: Pending Discharge

_____	_____	_____
Camp Luther Director	Signature	Date

_____	_____	_____
Spiritual Director/ Registrar	Signature	Date

_____	_____	_____
Senior Co-Dean	Signature	Date

_____	_____	_____
Senior Co- Dean	Signature	Date

_____	_____	_____
Senior Counselor	Signature	Date

_____	_____	_____
Senior Counselor	Signature	Date

Homicidal Ideation Report

Date of Incident:

Date of Report:

Camper Involved:

Camp Luther Staff Involved:

Description of Affect (feeling or mood) /Behavior/ Cognition (thinking patterns):

What thoughts have they had about homicide? (to include frequency, duration, intensity):

Plan:

Preparatory Behaviors:

Identified Means:

Access to Means:

Previous Attempts:

Actions Taken:

Follow Up:

Camp Luther Director

Signature

Date

Spiritual Director/ Registrar

Signature

Date

Senior Co-Dean

Signature

Date

Senior Co- Dean

Signature

Date

Senior Counselor

Signature

Date

Senior Counselor

Signature

Date