

CAMP MĀK-A-DREAM



Adult Retreats
Volunteer
2025 Handbook

Camp Māk-A-Dream...

"Live with. Live beyond."

Mission

Camp Māk-A-Dream empowers cancer survivors and their families to live with and beyond cancer through life-changing Montana experiences where they strengthen life-skills, gain resilience, and develop lasting relationships.

Vision

We will be an exceptional experience for those affected by cancer- a dream community built on friendship, learning, fun, and hope.

Core Values

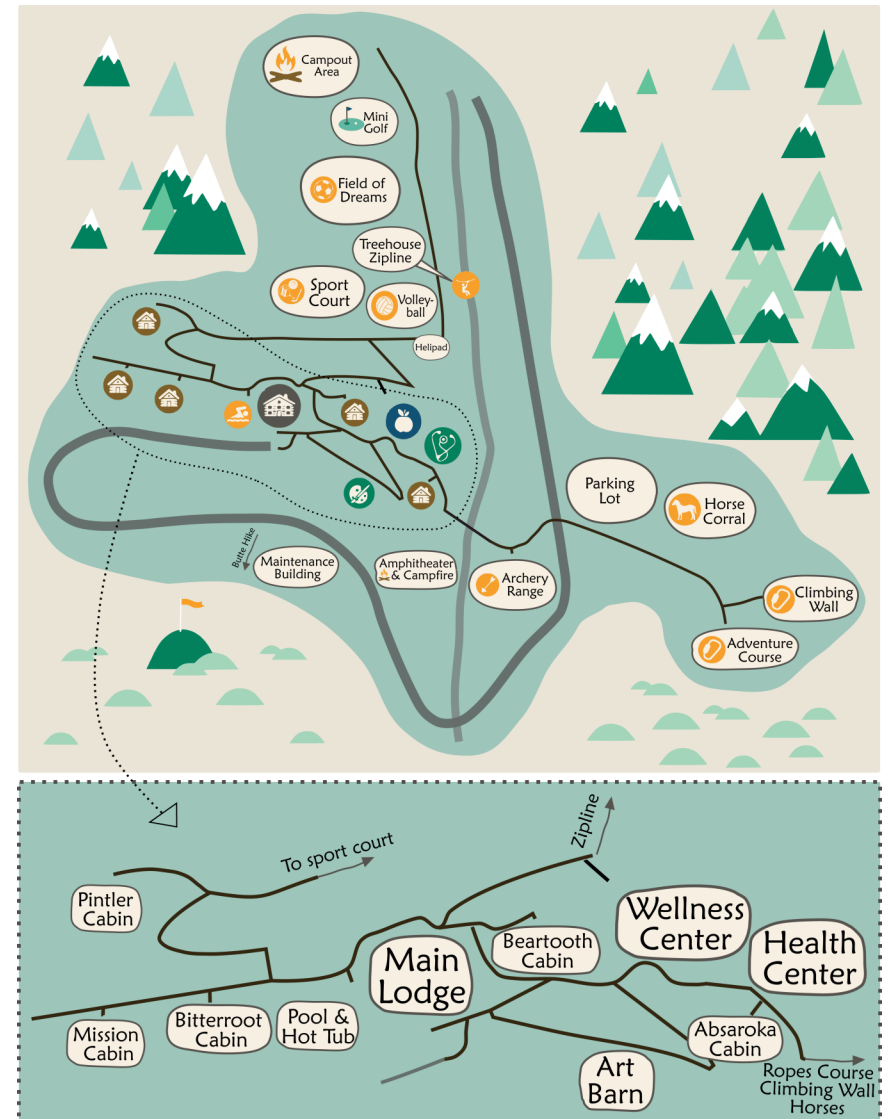
Compassion - We genuinely care for others and promote self-care and wellness for participants, volunteers, and staff alike.

Accountability - We are responsible stewards of all our resources and place the health and safety of our participants above all.

Mutual Respect - We appreciate and value our team and various constituents. We wholeheartedly embrace the diversity we represent.

Partnership - We are endlessly grateful for our many partnerships with donors, volunteers, and other organizations that make Camp possible.

Camp Map



Medical On Call Phone: 406-552-7706

Director on Duty Phone: 406-544-4299

Emergency Procedures

Emergency Alarms

- Siren A (general assembly for weather, fire, missing camper, or other emergencies)
 - Calmly and quickly gather your group and meet at the bear in the middle of campus
 - If appropriate, more information might be announced over walkies or the phone system
 - An all camp headcount will be conducted by the Director on Duty
- Siren B (intruder or active shooter)
 - Find the nearest shelter, lock the doors, and hide

Camper/Staff/Volunteer Accident or Injury

1. Remain calm and notify medical team via radio or medical on call phone.
2. The injured person should be attended to by an adult and must be taken to the health center if possible. If there is any question as to whether or not the injured person should be moved, do not move them.
3. Notify camp leadership as soon as possible.
4. Designate someone (preferably an adult staff/volunteer) to move campers and/or by-standers to another area.
5. Upon arrival, medical staff will assume responsibility of the injured person.
6. We use incident reports to document any physical or emotional incidents (i.e. injuries, accidents, behavioral issues). Staff will assist.

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Thank You for Volunteering!

Volunteer Roles

- **Cabin Volunteer:** Assist the Cabin Leaders in the day to day care of the campers. They are required to have a CPR certification. They stay in the cabins with the campers.
- **Program Assistant:** Assist the Program Staff with the various program activities. Can also assist campers and/ or cabins that need extra supervision or help. They typically stay in the Wellness Center or the Health Center.
- **Dream Team:** Assist the Camp Chef with preparing, cooking, and serving nutritious and satisfying meals. They typically stay in the Wellness Center or the Health Center.
- **Medical Volunteer:** Distribute medication, provide medical care, and are available 24/7 for medical emergencies. They typically stay in the Health Center.

Key people to know

- George Laufenberg– Executive Director
- Jennifer Benton– Camp Director
- Lauren Bender– Camp Director
- Kelsey Werner– Assistant Camp Director
- Elissa Rankin– Health Center Manager
- Jen Emendorfer-Wade—Camper Manager
- Alexa Martinez– Camp Chef
- Jake Wood– Facilities Director
- Lori Wood– Housekeeping Manager

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Typical Daily Schedule

Times and activities vary by session and age group

Your main role is to work as a team to support participants, help facilitate activities (participating when appropriate), and ensure safety.

- 7:30 Optional early morning activity (some days)
- 8:30 Breakfast**
Volunteers check-in with camp leadership/plan the day
- 9:30- Activity/workshop sessions
- 12:30
- 1:00 Lunch**
- 2:00 Rest time / Store Open
- 2:30 Break-out sessions options—variety
Recreation/Outdoor activity options
Art Projects
Workshops
Free Time (pool, camp store, art barn, sports and rec)
- 4:30 Break-out sessions options—variety
- 6:30 Dinner**
- 7:30 All Camp Evening Activity (i.e. Theme Night, Game/
Movie Night, Campfire, Entertainment, Banquet Night)
- 9:00 Optional Fireside Chat
Late night activities (on your own)
Quiet Hours

There is not a specific curfew at adult retreats, but quiet hours go into effect in cabins (and outdoor shared spaces) at 10:30 pm

Common areas open to participant use include:

Patio & Hot tub

Upper Lodge

Art Studio (may not be open all late nights)

Rec Room

Coffee Bar (as schedule permits)

knowledge of the sexual misconduct must refrain from investigating the case, discussing the details of the case with any other staff, volunteers, campers, or contacting the person alleged to have engaged in sexual misconduct. Staff or volunteers may be asked to assist with reporting, when appropriate. Staff or volunteers will always be supported in any steps they may have to take in the course of reporting such misconduct.

- Any communication with the press or report to governmental agencies must be coordinated in advance with Camp leadership and/or Executive Director.
- If you believe that you have been the victim of sexual misconduct, discuss the matter with your supervisor or manager; or if you believe your supervisor or manager to be the source or a participant in the sexual misconduct, report this to the Executive Director and/or the President of the Board of Directors. The Foundation will investigate and attempt to resolve your complaint as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the Foundation, up to and including the President of the Board of Directors.

Volunteer/ Employment Requirements

- Falsifying application information is not permitted.
- Summer Staff must complete an application, interview, background check, reference checks, and six days of staff training.
- All volunteers must complete an application, screening call, background check, reference checks, and training upon arrival. The full volunteer process can be found in a separate appendix.
- All adults are mandated reporters and are required to report any suspicions of child abuse or neglect to a Camp Director. We also report to a Director any suspicious behavior.

Camp Traditions

Welcome Circle: Typically occurs on the evening of arrival day. It is a time to welcome the group as a whole, go through what the week will look like, and start getting to know everyone. Each cabin will present a skit or cheer to introduce themselves.

Warm Fuzzy Bags: Every camper, volunteer, and staffer will make a warm fuzzy bag that hangs in the dining room and serve as a personal mail box. Throughout the week, everyone writes affirmations on slips of paper and put them in people's warm fuzzy bags. We need help ensuring each camper gets plenty of warm fuzzies. Please help monitor warm fuzzies to make sure that they are kind and appropriate.

Banquet Night/Art Show: The final evening of each camp session celebrates participants and serves as a final chance to share in the sense of community that has been created throughout the week. Typically the evening includes a social hour, art show displaying things created during the session, and a sit-down served 'nicer' meal. At women's retreats there is often also a raffle & auction that wraps up this evening.

Fireside Chat: The purpose of cabin chats is to provide a space for campers to share their stories/ experiences and be heard and validated by other participants. Often a facilitator will help monitor and guide the conversation to ensure people aren't over sharing, are staying appropriate, and that everyone gets the opportunity to speak. Be mindful of boundaries and remember it's about the campers, not about you sharing your story.

Closing: On the last day of each session we join the group together for a closing circle where different types of sharing thoughts and reflection on the week take place.

Medical Information

General Operations

- Medications may be kept under the control of participants and volunteers in their own sleeping quarters, but should be stored in lock boxes provided by camp. Narcotics for all sessions must be kept in a lock box.
- The medical team is available 24 hours a day via radio and via the on call phone.
- **AED:** located in the exam room of the health center and the small closet in the dining room
- **EPI Pens:** located in the exam room of the health center and the small closet in the dining room
- **Medical Emergency Go Bags:** located in the exam room of the health center, the small closet in the dining room, and the horse barn
- **Backboards:** located in the exam room of the health center, the horse barn, and the pool deck
- All personal information, including medical or psychological, is to remain confidential.
- All injuries, no matter how small, should be reported to the medical team to be documented.
- It is everyone's job to be observant and to share any significant physical changes or emotional changes in a camper with the medical team or Camp leadership.

Universal Precautions

- **Gloves:** All bodily fluids are treated as though they are infectious so gloves must be worn when contact may occur.
- **Medical waste:** Gloves and any contaminated waste should be discarded in a red medical waste bag. Red bags should be brought to the health center for disposal and replacement.
- **Hand washing:** Hands should be washed before and after handling any medication, before and after performing any first aid, after any contact with bodily fluids, after performing

page is permitted because Camp has parental consent to post on our social media.

- Refrain from posting pictures of other staff , volunteers and participants without consent to respect the privacy of others.

Sexual Misconduct

- All staff and volunteers are expected to conform to the highest standards of sexual morality and conduct. Staff and volunteers shall not engage in any relationship or activity which constitutes sexual misconduct, including but not limited to the following:
- Harassment and/or abuse through comments, actions, or conduct including unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, and vulgar or demeaning language.
- Sexual relations or activities with any person while serving as a staff or volunteer at Camp Māk-A-Dream is prohibited.
- Sexual relations or activities, which constitute sexual offenses as defined by Montana State Law.
- Due to the sensitive nature of sexual misconduct and out of concern for the safety and privacy interests of all involved, Camp Māk-A-Dream requires that when staff and volunteers become aware of or have reasonable cause to suspect that another staff, volunteer, or camper is engaging in sexual misconduct, the staff or volunteer must report the misconduct immediately, and with strict accordance with the following procedures. If uncertain whether or not a particular behavior constitutes misconduct, contact Camp leadership immediately.
- The staff or volunteer must immediately provide an accurate and verbal report of all relevant details to the Camp leadership. If for any reason the staff or volunteer is concerned the matter might not be adequately reported, they may report directly to the Executive Director.
- Until a course of action is developed, staff or volunteers with

Physical Interactions

- We give high fives, fist bumps, handshakes, big smiles, side hugs, and pats on the back.
- Pay attention to the verbal and non-verbal cues of each person and at no time force, belittle, or berate someone for opting out of any of these types of interactions.
- We do not touch campers in an area that would be covered by a swimsuit.
- Let campers do for themselves what they can (for example: put on their own harness, life jacket, helmet, etc.) and always ask before helping. We allow campers time to respond, respect the camper's right to say no, and stop if there are any signs they are uncomfortable.
- Staff and volunteers must not strike, shake, spank, or verbally abuse a camper as a means of discipline or for any other reason.

Privacy

- Staff and volunteers may be exposed to information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.
- Appropriate attire is required. Staff and volunteers are expected to look clean, neat, and modest.
- Do not use smartphones, cameras, mirrors, drones, etc. in places or situations where privacy is expected.

Social Media and Communication After Camp

- Staff and volunteers are asked to share photos of only the camp property or activities from afar (rather than of individuals, unless given explicit permission) during or after Camp. Sharing a post/photo from the Camp Māk-A-Dream

personal hygiene, before and after serving food or assisting with feeding, and before and after eating.

- **Sharp Containers:** Available in the health center.
- **Sunscreen:** Should be applied every 90 minutes.
- **Hydration:** Make sure that campers always have their water bottles and take regular water breaks.
- **Insect Repellent:** Available at outdoor activities as needed.

Symptoms to watch for and

report to medical team:

- Fatigue
- Fever
- Sun burns
- Lack of appetite
- Dehydration
- Balance issues/dizziness
- Seizures
- Isolating
- Excessive anger
- Excessive fear/tearfulness
- Consistent low mood

Camp Philosophies/Volunteer Roles

- **Inclusivity:** We believe diversity, equity, and inclusion are at the heart of a thriving camp experience. Together, we endeavor to create an expansive and inclusive camp community that is open and promotes equity across a diversity of backgrounds, beliefs, identities, and abilities.
- **Challenge by Choice:** It is our job to offer safe, inclusive, challenging, and fun activities in which campers may choose what level they would like to participate. We give clear instructions, encouragement, and guidance to campers so that they can make the decision for themselves as to whether or not they participate in a particular activity.
- Volunteers should participate in activities as possible/ appropriate but the campers' experience is the priority.
- Volunteers are welcome at adult retreats to sit and visit with participants during meals and free times. They may also

participate in all-group evening activities once their volunteer duties are completed.

Volunteer Tips

Options for time off

- Walk/ run off campus- make sure you sign out at the front desk of the Health Center, when leaving campus turn right at the gate/ bottom of the hill, the river is just over one mile down the road
- Coffee bar- located downstairs in the Wellness Center
- You can use any of the sports and rec equipment located in the shed next to the volleyball court.

Self care

- We encourage you to connect with both campers and staff while you are here with us.
- If you would like to store your own food/ snacks, you are allowed to use the fridges in the teaching kitchen or the health center basement, please label and date items.
- If you would prefer to not take a shower in the cabins, there are showers in the lower level of the lodge that are not frequently used.
- We encourage you to sit at tables with campers during meals but if you need a break, you are welcome to sit either at the staff table or outside on the patio.

Role during specific activities

- Your role and duties depend on what type of volunteer position you are in.
- Dream Team—priority is to assist in the kitchen and dining room fulfilling duties as outlined by the Camp Chef and/or Kitchen Asst. You may also be enlisted by the Camp Director or Program Team to assist with the set-up or facilitation of other activities or help in decorating, as your schedule allows.

Camp Māk-A-Dream Code of Conduct for Seasonal Staff and Volunteers

General Behavior

- Discrimination on the basis of age, sex, ethnicity/race, socioeconomic background, religion/faith, creed, gender identity, sexual orientation, or ability is prohibited.
- All forms of bullying, harassment, abuse, and neglect (including verbal, physical, and sexual) are prohibited.
- Possessing and/or consuming alcohol, tobacco, marijuana, or drugs in any form is not permitted on Camp property or surrounding areas.
- Staff and volunteers must:
- Behave in a manner that prioritizes the safety and wellbeing of campers, as well as other staff and volunteers.
- Take into consideration the rights and feelings of others and respond to them in an open, caring, and respectful manner.
- Behave in a decent and ethical manner (in addition to complying with all applicable state and federal laws)
- Not take unnecessary risks or encourage others to do so. Only engage in Camp activities that will not put your or someone else's physical or emotional health at risk.
- Report to a Director any behavior you see as questionable or outside of the Code of Conduct.

Communication

- Keep what you say positive and respectful.
- Do not use obscene, vulgar, or sexual language.
- Do not say mean, false, or threatening things to or about campers, volunteers, or staff.
- Encourage one another verbally with positive redirection and guidance with respect, patience, courtesy, tact, and maturity.

- Program Assistants/Presenters—priority is to assist with the set-up and clean-up of various activities including workshops and presentation spaces, all-group games or evening activities, possibly taking photos or helping with participant arrival, check-in and luggage transportation. This may also include helping to facilitate sessions based on your interests, knowledge, and experience. This will be determined on a case by case basis and under the supervision of the Camp Director.