

# IOWA LIONS INTERNATIONAL YOUTH CAMP POLICY MANUAL

(Adopted by Council 1/8/2015)



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# PURPOSE AND OBJECTIVES

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## PURPOSE

THE Iowa Lions Youth Camp was authorized in -----for this purpose:

*“To create and foster a spirit of understanding among peoples around the world”*

## OBJECTIVES

1. To bring young people of different countries into meaningful contact with each other.
2. To facilitate sharing of ideas, customs and cultural viewpoints.
3. To promote international understanding and goodwill, and work toward the goals of world peace.
4. To develop leadership potential in youth.
5. To encourage respect in young people for the thinking of others.
6. To provide a range of activities that promotes a healthy learning experience, both physically and intellectually.

All aspects of the Iowa Lions International Youth Camp shall be in compliance to Lions Clubs International policies.

The Iowa Lion International Youth Camp shall not be conducted for the purpose of tourism. Any element of personal profit or gain is to be precluded.

It is understood that to qualify for the designation “Lions International Youth Camp” a camping activity shall:

1. Use the name “Lions” in its official title in compliance with policy requirements established by the International Board of Directors.
2. Be of at least one week in duration.
3. Involve the participation of youths from different countries.
4. Offer a schedule of activities to be determined by the camp organizers, consistent with the program’s objectives.

# ORGANIZATION

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## **OFFICERS AND SELECTION**

Officers of the Iowa Lions International Youth Camp are as Follows:

1. Camp President
2. Camp Secretary
3. Camp Treasurer

Officers of the camp can be any Iowa Lion in good standing that is appointed by the Council of Governors every year at their first regular business meeting after they have taken office.

4. Directors 7-14

The Directors will be appointed by the President of the Iowa Lions International Youth Camp on an annual basis and approved by the Council of Governors. They will consist of the District Youth Chairmen's and up to seven additional directors.

The term of appointment for all Officers and Directors shall be from September 1 through August 31."

## **DUTIES OF OFFICERS**

### **CAMP PRESIDENT** (*the following duties include but are not limited to*)

1. The Camp President will be responsible for all camp facilities, camp equipment, camp staff/volunteers and any others attending the camp.
2. The Camp President will conduct daily meetings for review of daily activities.
3. The Camp President will set up all committees at camp.
4. The Camp President will oversee all travel and camp activities for upcoming camp.
5. The President will assist as a chaperone at camp when needed.
6. The President will oversee the coordination of the needed food, clothing and material to be ordered as needed at camp.
7. Camp President shall see that sex offender checks are made on all staff members and volunteers for the safety of the campers. These checks shall be documented and filed with the State Administrator of the Lions of Iowa before the volunteers show up at camp to volunteer.
8. Camp President will attend the full week of camp.

### **CAMP SECRETARY** (*the following duties include but are not limited to*)

1. The Camp Secretary will be responsible for sending letters to all the Iowa Lions Clubs for donations towards the Camp and a "thank you" response to all donations.
2. The Camp Secretary will keep minutes of the daily meeting held by the Camp Director and Camp Staff.

3. The Camp Secretary will assist with the food and material supplies to be ordered for camp.
4. The Camp Secretary will keep copies of all Treasurers' reports along with the minutes in the Iowa Lions International Youth Camp records.
5. The Camp Secretary will assist as a chaperone at camp.
6. The Camp Secretary will attend the full week of camp.

**CAMP TREASURER** (*the following duties include but are not limited to*)

1. The Camp Treasurer will prepare a yearly budget, not to exceed available camp funding, to be adopted by the camp staff.
2. The Camp Treasurer will keep a complete financial accounting of all moneys donated.
3. The Camp Treasurer shall provide the State Office all expenses, bank statements and deposits on a monthly basis. The Treasurer will also provide the State office with a financial report twice a year (January and July). The Treasurer shall provide the auditor with any information needed to perform the audit.
4. The Camp Treasurer must keep copies of checks, original bank statements, receipts for bills for the Iowa Lions International Youth Camp records.
5. The Camp Treasurer will make a report to Iowa Lions International Youth Camp staff a minimum of twice per year.
6. The Camp Treasurer will register all youth when the youth come to camp with the assistance of the Camp Secretary.
7. The Camp Treasurer will attend the full week of camp.
8. The Camp Treasurer will be responsible for the safeguard of passports, cash and other valuables that youth turn in on arrival at camp and return these on the last day of camp.
9. The Camp Treasurer must make and keep a duplicate or triplicate if possible of the receipt that is maintained and given to the youth on arrival and any subsequent activity.
10. Any money or valuables not turned in and re-signed will not be the responsibility of the camp.

**CAMP DIRECTORS**

1. Camp Directors will attend the regular meetings of the board of Directors. Meetings shall be held on a quarterly basis with the Annual Meeting being held at the Iowa Lions State Convention.
2. Attend special meetings of the Directors when called by the President or when request by three or more of the Directors.

**DUTIES OF CAMP STAFF/VOLUNTEERS**

1. Camp Staff will work and assist at camp in whatever capacity needed. All staff will assume the role of CHAPERONE during the week of camp to help make the camp experience good for all that are involved. The camp staff may assist any of the officers in the performance of camp duties.

## **IOWA HOST YOUTH**

1. Iowa Host Youth will attend the full week of the scheduled camp.
2. Iowa Host Youth we act as a liaison between Camp Staff and the Youth Exchange kids.
3. Iowa Host Youth will assist in making sure Youth Exchange Kids are accounted for and where they need to be at the time they need to be there.

## **CHAIN OF AUTHORITY**

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The chain of authority when a problem exists at the Iowa Lions International Youth Camp will be:

### **PERSONAL PROBLEMS**

- Youth problem goes to Camp Staff and Camp President
- Camp Staff problems go to Camp President
- Camp President problems goes to Council of Governors

### **ILLNESS OR INJURY**

- Youth notify will notify Camp President/Camp Staff
- Camp Staff will notify Camp President
- Camp President will notify Council Chair upon completion of camp

Other issues would follow a similar chain of authorities and may be resolved at any level of the chain to the satisfaction of all involved parties. The standard example is given below:

- Youth
- Camp Staff
- Camp President
  - Host Family
  - Parents of youth
- Lions of Iowa Council Chair
- District Governors
- Lions of Iowa State Office

### **ACTIVITIES**

1. The details and/or theme of the camp program are the responsibilities of the Camp President.
2. Camp activities may never discriminate against gender or any physical handicap.
3. Youth Camp activities may include but are not limited to:
  - a. Visits to historical sites, industries, education and scientific institutions, religious centers or areas of environmental interests.

- b. Seminars and presentations on current issues and events.
  - c. Discussions on pertinent issues among camp participants and with Lion leaders, as well as business, education and government representatives.
  - d. Presentation about the camp's host state (Iowa), through lectures, tours, seminars or other activities.
  - e. Educational presentations by campers about their home country and culture.
  - f. A variety of recreational activities such as swimming, volleyball, basketball, nature hikes, etc.
4. Camp activities and presentations should encourage an open discussion of world events and issues, while avoiding the promotion of political or religious positions.

The Iowa Lions International Youth Camp President will submit an outline of a proposed schedule of activities to the MD9 Council of Governors meeting held at the Iowa Lions State Convention annually.

### **COMMUNICATIONS**

Communications are absolutely vital to operations of the Iowa Lions International Youth Camp program. This includes communication between the camp organizers and the MD9 Council of Governors. It also includes communication between the camp staff members, the host families, and the applicants and their parents.

Camp President will submit a report to the Council of Governors at the January Council meeting with the following information:

1. Camp Officers
2. Dates and Schedules
3. Promotions and Fund Raising

Camp President will submit a report to the Council of Governors at the Council meeting held at State Convention with the following information:

1. Camp Staff

The MD9 Council Chair and District Governors will be notified in advance of all meetings for the Iowa Lions International Youth Camp, and will be invited to attend.

While the camp is in session, a list of names and contact numbers (cell) of camp staff, volunteers and host family applications will be made available to the MD9 Council Chair and the MD9 State Administrator to provide better security in case of an emergency during the camp. All camp staff should also share contact information for the same purpose. Copies of camp applications will be sent to the State office when applications are provided for the Youth Chairs and will be on file with the Programs for Youth and the Camp Secretary.

The Iowa Lions International Youth Camp may maintain a website for the benefit of both the youth exchange and the camp.

### **GUESTS**

The Iowa Lions International Youth Camp shall encourage the Lions of Iowa, the Host families, and the Council of Governors to visit the Lions International Youth Exchange camp during camp week.

Children of camp staff under the age of 18 may not attend camp as a guest. This does not preclude a 17 or 18 year old family member volunteering as an Iowa Host youth when the need is present.

### **VOLUNTEERS**

All Volunteers will be required to fill out a volunteer application and emergency contact prior to camp. All volunteers will be approved by the Camp President.

### **BUDGET & FUNDRAISING**

The Iowa Lions International Youth Camp, an officially recognized entity of the Iowa Lions, is encouraged to solicit donations from the individual Lions Clubs, who are encouraged to support the Camp. The Camp may also use other means in accordance with sound Lions Fundraising practices to raise funds.

The Camp President will review the Camp experience to evaluate in terms of cost and acceptance from youth whether to continue a particular activity. The Committee will then organize the camp using the Camp Treasurer's budget to maximize the quality activities for the coming camp. The number of campers will be decided by the available funds.

All financial information shall be submitted in accordance to the sections on the Camp Secretary and Camp Treasurer's duties listed in that section.

### **HEALTH, SAFETY & WELFARE**

All Campers will be provided meals to meet nutritional requirements and add to the cultural learning experience. Special dietary needs will be accommodated.

Campers, staff and volunteers will be required to maintain personal hygiene levels consistent with large public associations as well as behaving in a safe and socially responsible manner during the camp.

In the event of serious illness or accident, once the proper medical response has been initiated, every effort will be made to contact the home country youth coordinator, the family or guardian of the Iowa Host family with complete information including the doctors evaluation and recommendations. Emergency contact and medical information will be with the camp secretary during camp in the form of original applications for both camp staff and campers and is on file with the state office.



Youth Exchange campers will require the Host Family be called and also advised of the camper's diagnosis and need.

Once the medical treatment is begun the Camp President will contact the Lions Programs of Youth Chair, who will contact the parents and or host family. Then contact the Council Chair. The Council Chair will assist the Camp President will inform the State Administrator and Council of Governors.

### **THE FOREMOST THOUGHT SHALL BE THE CAMPERS SAFETY AND WELL-BEING**

The Camp President shall have plans in place as well as pre-determined medical facilities for emergency illness or accidents. These "emergency" plans will be part of the training given to staff and volunteers and will be part of the report to the Council of Governors reporting at the January Council meeting.

All campers, camp staff and volunteers must have on file a written permission for necessary medical care from the parents or guardians or self (if over 18) before coming to camp. This information is included in Youth Exchange application.

### **INSURANCE**

1. IT IS THE RESPONSIBILITY OF THE SPONSORING Lions Club to verify or assure that the applicant has adequate medical, life and personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and or competent insurance representatives.
2. Sponsoring Lions shall furnish satisfactory proof of insurance coverage to host Lions for visiting youth, before their acceptance.
3. Sponsoring Lions Clubs shall secure release of liability and hold harmless agreements executed by each youth exchange visitor and his or her parents or guardians (if a minor).
4. The host Lions shall have the option of requiring any inbound exchange youth to subscribe at his/her own expense, to medical, life, personal property, liability or other type of insurance as deemed appropriate by the host Lions to cover the duration of the exchange visit, regardless of whether said youth is already insured under a policy issued in the youth's home country.
5. All insurance information is located on Youth Exchange Application

### **EMERGENCY PLAN**

Natural Disaster-follow the Campground Policy for the safest reaction

Other Emergencies:

- Minor non-life threatening, Camp Nurse
- Major non-life threatening, Camp directors & emergency room at the nearest hospital
- Serious accidents or illness, transport camper to emergency room at the nearest hospital

# CONTACT INFORMATION

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(New Page Every Year)

**CAMP OFFICERS:**

President

SECRETARY:

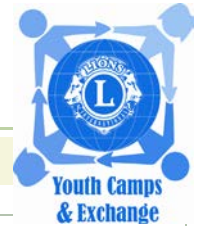
TREASURER:

Directors:

**CAMP STAFF:**

**VOLUNTEERS:**

# ILYEC Volunteer Application



## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Availability

During which days are you available to volunteer at camp?

- Saturday                       Wednesday  
 Monday                          Thursday  
 Tuesday                          Friday  
 Sunday                          Entire Camp

## Interests

Tell us in which areas you are interested in volunteering

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## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Thank you for completing this application form and for your interest in volunteering with us.

# ILYEC Host Youth Application



## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Other Information

Male/Female:	
Date of Birth:	
Languages Spoken:	
Do You Smoke?	
State of Health:	
Handicaps or Allergies:	
Special Dietary Requirements?	
List USA travel with family:	
List travel abroad:	
Hobbies or Interests:	
Present field of study:	
Career Objectives:	
Father's Name/Occupation:	
Mother's Name/Occupation:	
Is either Parent a Lions Member?	
Brothers/Sisters and Ages?	
Recommended by:	
Have you previously hosted in a Lions or other youth camp? If yes, explain:	

## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Please send to Camp President Sheri Holliday at [Holliday52@msn.com](mailto:Holliday52@msn.com)