

# Welcome Workcampers,

Thank you for choosing to be a part of a great mission to love, serve, and connect!

A week of Workcamp is not an easy task to accomplish, but in the end your tired body will have a renewed spirit to go home and serve. The Catholic HEART Workcamp theme this summer is ECHO!

In our world of increasingly uncertain change, we must stay on course and remain rooted in faith. The time is now to cultivate things that will have a lasting purpose. Focused on the choice to join together and “love our neighbor,” we are grounded in the mission of Christ. Join us this summer to help CHWC leave the world a little better than we found it!



Please read this information. It will help you to be better prepared for your week of service. **THESE ARE VERY IMPORTANT DETAILS.**

We look forward to serving you, and impacting communities with hope.

Peace to you,  
The CHWC Team



## Our Mission is Twofold.....

To share the love of Christ as we serve the neglected, brokenhearted and the marginalized in any way needed. Equally, to inspire participants to live as disciples of Christ through serving others as a way of life; and to foster the Catholic Faith of each participant through the sacraments, prayer and involvement in social service.



## FACT SHEET

(Please review with your youth group, adult leaders and parents)

Registration is between 12:00-2:30 P.M. Please give yourself time to settle in and unpack. Please do not arrive at the school before noon. Final preparations will keep the Workcamp staff busy until registration opens. Dinner will be served at 5:15. No lunch is provided on the first day of camp.

Sorry, we cannot allow groups to sleep at the school the night before camp begins. Check local hotels for the best rate.

THE WORKCAMP KICKS OFF AT 3:00 P.M. SHARP. IT'S VERY IMPORTANT THAT YOU ARRIVE BEFORE 3:00 P.M. WE CANNOT BEGIN THE PROGRAM WITHOUT YOU. MASS WILL BE CELEBRATED THAT EVENING.

We do realize that most people have cell phones and most of the time there is no need to use a land line but...at certain locations/schools there may be limited cell phone reception. We strongly suggest that before coming to the Workcamp each group set up a "phone chain" that will allow the leader to call one person in the local parish community to let them know your group has arrived safely. That person can then contact the parents of the campers.

Group leaders are responsible for their own campers during free time. Sorry, Workcamp staff will not be available to act as chaperones.

We have set aside Friday as the free day to visit area attractions, except camps held during the week of the fourth of July, in which case the free day would be on the 4th of July. ADMISSION PRICE FOR ATTRACTIONS IS NOT INCLUDED IN THE REGISTRATION FEE. No lunch or dinner will be provided on the free day. We will have closing mass and show a summary video of the week in the morning before you leave. Groups have the option to leave for home on the free day. If you are returning from your free day you must return by 10:30 p.m.

Catholic HEART Workcamp cannot be held responsible for mail sent to campers. Host School Administrators do not always deliver mail to the campers or the Workcamp Office. We suggest that parents and friends not write because mail delivery to campers is not guaranteed.

All participants will sleep in classrooms or a gym at the school. Bring a sleeping bag, foam padding, cot or an air mattress (single-size air mattress only). Sorry, no recreational vehicles, buses or cars may be used for lodging. There are no facilities or time allotted for doing laundry.

There are separate shower times for teens and adults. However, the showers are usually communal so it is MANDATORY THAT ALL campers wear a bathing suit. You will want to bring a bathing suit and flip flop sandals to wear when showering.

If you have previously participated in a HEART Workcamp, please limit your references to last summer's camp. Refrain from saying things like, "how much more fun it was last year" or "this is how we did it last summer." Comments such as these make first-time participants feel that camp is not as important or unique as previous years. Even if you have done a specific activity before, do it as if it is your first time.

Catholic HEART Workcamp cannot be held responsible for lost or stolen articles. Limit the amount of money, jewelry and material possessions you bring. You may bring a youth group box or footlocker that can be locked to store all valuables. It is unfortunate that even at a Catholic camp, personal items can disappear.

Each person will be working with a team of people who are not from your church group. This may be uncomfortable for some at first, but team members quickly form friendships. For many this becomes a highlight of the week. This arrangement also provides many different experiences for your group to share when they return home. All young adults (18-20 years old) will be placed in work teams together.

Make sure the bus driver is aware he is required to transport teams to and from worksites. We cannot be responsible for housing drivers but feel free to invite them for meals. There will be a scheduled meeting with the drivers to go over routes, answer questions, and to make sure they know their responsibilities. Bus drivers will be asked to fill out a CHWC Medical/Release of all claims form (optional).

We will be handing out worksite assignments and directions on the first evening of Workcamp.

Your day will be spent either repairing and renewing homes by doing such things as painting, weatherization, house cleaning, yard work, basic construction work, hanging doors, installing new windows or helping build new homes for low income families for organizations such as Habitat for Humanity or boarding up or tearing down unoccupied buildings, etc. Other work projects will include helping at daycare centers for low-income families, helping at Social Service Centers that distribute food to the needy and act as homeless shelters. Built into the day will be time for showers, relaxation, socializing and free time. The day ends following the evening program.

If you are a MD, RN, LPN or EMT please indicate this on your application. Your camp manager may be contacting you to see if you are willing to assist with minor medical problems, give basic first aid treatment or make referrals to a hospital if necessary.

Contact the HEART Office if a Priest or Deacon will be with your group. All information and procedures can be found on **this page**. Registration Fee for priests is \$90.00 (excluding international camps). Priests will be needed to hear confessions during our Four Corners prayer night and celebrate Liturgy. CHWC will provide the necessary items for Mass (hosts, chalice, lectionary etc.) but not vestments or an alb. We celebrate an opening and closing Mass, Wednesday morning Mass, and daily Mass is offered. At Next Level and Elevate camps Mass is celebrated each morning during program (CHWC hires a camp chaplain for the week).

Please be sure that ALL the Application Forms are completed by ALL participants (adults and youth). The Transportation Form is completed by the Group Contact Leader.

Be sure that ALL information has been completed on the Medical Information &

Release of All Claims Form. (The Group Contact Leader will receive these forms.) Give the completed form to your Group Leader. He/she will bring it to the Workcamp. If your form is not complete, CHWC cannot allow you to participate in Workcamp activities. All Workcamp participants are required to have personal medical insurance coverage. If for some reason a participant does not have health insurance, you may purchase a temporary policy through <https://www.ehealthinsurance.com/short-term-health-insurance>. This form must also be NOTARIZED & please attach a copy of your insurance card. Suggestion: have a notary present at one of your meetings.

On the last day of Workcamp, you will have time to shower and clean up your sleeping area. Departure time is between 8:00 – 9:00 a.m.  
PLEASE NOTE: Breakfast will NOT be served on the day of departure.



## SCHOOL REQUIREMENTS

Respect the school staff and facilities. We are guests at the school. Occupants are responsible for the condition of their rooms. All it takes is one incident or damage to a classroom for CHWC to lose a school for the following summer. Any damages will be charged to those responsible.

The school is a SMOKE-FREE ENVIRONMENT. Smoking (including electronic cigarettes) is not permitted anywhere on campus.

Teens who come to Workcamp with a boy/girl friend are asked to refrain from PDA (Public Display of Affection). For the best experience, CHWC encourages teen couples to spend time with other campers and not exclusively with each other.

Campers may possess cell phones but they may only be used during free time, and in emergency situations. They must be completely turned off and out of sight at the worksites and during morning and evening programs. This also includes using phones for:

- Text Messaging
- Making and Receiving calls
- Games
- Checking News/Sports

scores. Cell phones must be on silent after lights out.

One of the goals of Workcamp is to help build relationships within your group, with members of other groups and with the people you will serve. Conversation and relationship building are hindered when campers are listening to music or on their phones rather than talking to people around them.

Observe the “lights out” rule. You will need plenty of rest in order to work efficiently and enjoy the many activities we have planned for you. Other participants may need more sleep, so it is important that you are quiet after “lights out.”

Do not leave the school grounds, unless your adult leader grants permission. Some schools have fast food restaurants and convenience stores within walking distance of the school. It will be left to the discretion of the youth leader as to whether or not youth group members will be allowed to leave the school area. All teens must be accompanied by an adult if you leave school grounds.

Attend all programs. For your own safety, we do not want campers in their sleeping area or anywhere else during a scheduled program. Adults need to check sleeping quarters to make sure no teen campers are in the classrooms.

Snack food is allowed but cannot be stored or eaten in the sleeping quarters. Tables in the cafeteria will be used for your group’s goodies. A designated person will collect all snacks from your group and store them in a box with your parish name on it. This food can only be eaten in the cafeteria. We do not want ants, cockroaches and mice to raid the classrooms.



## SAFETY REQUIREMENTS

All participants should wear work boots or sturdy tennis shoes while at worksites. Sandals, clogs and open-toe shoes are not permitted.

All participants are required to wear safety eye goggles while scraping paint and

painting. Paint in your eyes, especially if you wear contacts, is very painful. To avoid dust, mini-cup facemasks should be worn in an attempt to avoid possible problems.

Workcampers are permitted to use power washers and drills but not power saws. Only designated “trouble shooters” or experienced adults are permitted to use power saws.

HEART Workcamp does not do roof repair. At no time should a Workcamp participant be up on a roof.

All Workcamp participants should wear sunscreen and drink plenty of water while at their worksite.

Ladder safety is very important. For ladder safety information please see the **Ladder Safety Insert**. Ladder safety rules will be covered at orientation.

While driving to your worksite participants must wear seat belts at all times. No one should be allowed to sit on the floor or be without a seat belt.

Before you begin work each day, inspect your work area for hazardous working conditions and be aware of broken glass, protruding nails, low electrical lines, insect nests, etc. Please clean up any problem areas.

Only adults listed by their churches as “designated drivers” should drive to and from worksites, unless the owner of a vehicle grants permission. Teenagers should never drive at Workcamp.

One of the many goals of Catholic HEART Workcamp is to improve conditions in low-income communities. In the unlikely event a team feels threatened because of a resident’s behavior or neighborhood activity, bring the situation to the camp manager’s attention and an evaluation will be made on whether or not the team should continue to work at this site. If a team member should see any kind of dangerous weapon (firearms, knives, tasers, pepper spray, etc.) the adult leader should immediately contact the camp manager. The team will be moved immediately if CHWC feels they are in any kind of danger.

A nurse will be available at each camp, morning, afternoon and evening, for anyone with medical questions and concerns or who needs assistance. Each team will be provided with a first-aid kit.



## DRESS CODE

Catholic HEART Workcamp provides a safe and welcoming environment that is an example of a Christian Community. As we come together as a Catholic Christian Community, teens and adults are asked to dress in a manner that is modest and appropriate for a Catholic environment.

- Personal appearance is not to be sexually suggestive or revealing.
- Shirts worn at worksites and the school must have sleeves and cover up all parts of the chest, mid section and back.
- T-shirts with offensive or suggestive symbols/statements are unacceptable. T-shirts with beer/alcohol logos are also prohibited.
- Short shorts, halter and tube tops should not be worn.
- HEART Workcamp depends on adult leaders to enforce this dress code with their own youth group members.
- Every summer we still have an issue with girls wearing shorts that are too short. Please be sure your campers (youth) prepare and pack accordingly.



## BATHROOM/SHOWER MODESTY

- When anyone is going to or from the showers he/she needs to be fully clothed.

Please do not walk through the halls in your bikinis, towels or shorts. Please be modest!

- Please dispose of all feminine products properly.
- Please take all of your personal items with you when you leave the bathroom. Anything left behind in the showers and bathrooms will be thrown away at the end of each day.
- The majority of showers are communal so it is MANDATORY THAT ALL campers wear a bathing suit. You will want to bring a bathing suit and flip flops to wear when showering.

## SHOWER SCHEDULE FOR CAMP

In accordance with the Bishops Charter for Protection of Children in creating a safe environment for young people, we have implemented separate shower times for teens and adults. In some cases additional shower times for young adults (18-20) may be added.



## INJURY, ILLNESS, AND HOSPITAL VISITS

Catholic HEART Workcamp takes all injuries and illnesses very seriously. First and foremost parents are notified promptly should any minor or major injuries or illnesses occur. No one who is sick or injured is sent to a worksite. We use common sense when it comes to injuries and respond as a parent would to medical situations or illness that occur in one's own home. Most minor injuries can be dealt with through supplies provided in the first aid kit. First aid kits are available at each worksite and at the school and local emergency numbers are clearly listed.

Each camp is staffed with a nurse, who is available at the school for minor medical problems such as: scratches, bruises, bee stings etc. The nurse logs every injury, illness and treatment. If a camper needs any over-the-counter medications, the nurse may make suggestions but the youth minister/contact person is responsible for informing the parents, purchasing the medication and administering. The CHWC staff or the camp nurse are NOT PERMITTED TO ADMINISTER ANY MEDICATION BY

MOUTH. This includes prescription medication as well. (The CHWC first-aid kit will not include Tylenol, cold medication, Tums, etc.)

If a person is hurt or becomes ill at a worksite, the adult leader on the team is instructed to call the school and inform the Workcamp staff of the situation. When it is obvious a person needs medical attention because of an accident or life threatening injury, he/she will be driven to the local hospital emergency room or 911 will be called and the person will be transported by ambulance. Whenever possible, the camp nurse or parish contact person will accompany the person and parents will be called immediately. When a person is sent to a hospital emergency room, he/she will either be sent home or back to the school based on the physician's assessment and evaluation, as well as the parent's final decision.

A copy of each participant's medical release form is kept at the camp office and each worksite. This will accompany the person to the hospital. Any important information that the camp nurse and Workcamp staff should be aware of should be indicated on the medical form and communicated with the contact leader. All information should be updated and complete! At no time will anyone be permitted to participate in CHWC without a signed and notarized Medical Release Form.

## POLICY FOR SICK CAMPERS

In order to be in compliance with the Bishops Charter for the Protection of Children and Young People, CHWC has implemented a POLICY FOR SICK CAMPERS.

- If one of your teens is sick and must stay back from their worksite, the policy is as follows...
- An adult from your parish must stay back to care for them. (When needed, CHWC will replace the work team with another adult).
- If the teen is sick for one full day (and missing going to a worksite), that same day they must visit a local walk-in clinic or hospital for evaluation. Depending on the outcome, a decision will be made as to whether the camper should return home.
- If a camper must return home, it will be at their expense. The adult leader from his/her group will be responsible for getting them to the airport or whatever travel arrangements are made by the parent.

On many occasions campers are sick when they arrive at camp...please, for your own benefit and for the consideration of others, do not bring sick teens to camp.



## WORKSITE REQUIREMENTS

Work together as a team (no dictators please).

Build a relationship with your resident, agency or children you will serve. If your work project does not have a resident or the resident is not open to talking, take this time to get to know your team members and others in the community.

Do not make fun of or joke about someone's living conditions or different culture.

When you are tired, take short breaks as opposed to watching others work.

Always expect the need for flexibility (go with the flow).

No paint fights or careless play with tools or supplies.

Never leave your worksite alone or without an adult.

Act like ladies and gentlemen; residents and neighbors are watching.

Always wear goggles and face-masks when scraping paint.

A teen is never allowed to drive to and from a worksite (only designated adults should drive).

Always wear a seat belt. Do not "double up" or sit on the floor (even if you are asked to by an adult).

Do not start projects you cannot finish. CHWC is responsible for incomplete work if it needs to be redone.

Cell phones must be on silent and out of sight.

CHWC partners with local social agencies and parishes. We request that agencies give us projects in low-income communities for people who otherwise would not be able to afford help. Ultimately, the agencies are the source for selecting work projects. We ask that you refrain from being judgmental when a house or work project does not meet your standards for repair or a resident has nice material items in their house (TV, cable, stereo, etc). Be confident that the agency has selected this project for a purpose and that God has you there for a reason.

Be willing to share your thoughts during lunch Share/Prayer time at the worksites. Be open, take a risk and be vulnerable.

Teens should never ride in a vehicle with anyone other than their Team Builder or their own parish chaperones.



## ISSUES RELATED TO MEALS

Experiencing a mission trip with Catholic HEART Workcamp means giving up day-to-day conveniences. One of the goals of Catholic HEART Workcamp is to be in solidarity with people we encounter. Mission trips are a great way to improve one's ability to "offer it up" for the sake of the Kingdom. What we may take for granted could be a luxury to the people we serve. To experience what it is to make a sacrifice, we ask you eat only the food provided at camp (excluding snacks your group may have brought).

We ask youth groups not to go out to eat during mealtime. We also ask that groups not have pizza delivered to the school after evening program.

By doing so you will:

- Not waste the food purchased by your registration fee.
- Appreciate the freedom to stop and order food anytime you are hungry at home.
- Feel more empathy for the people who are less fortunate.
- Experience the joy of sacrifice.

Snack food is allowed but cannot be stored or eaten in the sleeping quarters. Tables in the cafeteria will be used for your group's goodies. A designated person will collect all munchies from your group and store them in a sealed plastic container with your parish name on it. This food can only be eaten in the cafeteria. We do not want ants, cockroaches and mice to raid your sleeping quarters!

CHWC makes a conscious effort to recycle.

# Allergies

Catholic HEART Workcamp is sensitive to people with dietary needs. Due to the large number of people with different needs and liability guidelines, we cannot be responsible for packing lunches for allergies/dietary concerns; peanut, gluten, vegetarian etc.

We offer plenty of options for vegetarians but if a camper requires a special diet, they are required to bring their own food or supplement what their diet requires.

- If their diet requires them to bring their own food or to supplement, CHWC will provide a space in the refrigerator for them to store their food. This space is to be used only for food for those with allergies (not youth group snacks).
- Due to liability and restrictions by the school kitchen facility, CHWC does not permit any campers to cook or have access to the ovens. They are welcome to use a microwave if one is available (only adults are permitted in the kitchen). Each group must designate an adult (21 or older) from your group to be responsible to coordinate the camper's needs.
- Once you arrive at camp please let the kitchen manager know what their special needs will be for the week.
- If they have NOT brought their own food for lunches...
  - On SUNDAY after program CHWC Kitchen Manager will designate a staff person to oversee packing lunches for those with common allergies/dietary concerns: peanuts, gluten, vegetarian, etc. An adult from your youth group must be responsible for packing these lunches for the week.
  - CHWC provides meat, cheese, PBJ and bread.
  - Store in the refrigerator clearly marked with Name and Team #



## TOOL/PERSONAL SUPPLY LIST

### REQUIRED TOOLS

Each person is required to bring the following items to CHWC. We depend on campers for these tools and supplies. Please turn these tools in at the registration table when you arrive at your camp location. These will not be returned to you.

- Paintbrush
- Roller Cover
- Drop cloth
- Painters tape (optional)
- Paint tray or small bucket (optional)
- Paint scraper (optional)
- Rags for cleaning (optional)

### PERSONAL SAFETY TOOL LIST

Each person is required to bring the following items to CHWC. Please put them in a small backpack and take them to your worksite. These tools will not be collected.

- Small insulated water jug
- Safety goggles
- Work gloves
- Mini facemask for scraping/painting

### YOUTH GROUP SUPPLY LIST

*As a youth group please bring the following:*

We request one cooler for every 7 campers. The coolers are used to keep lunches cool and distributed at the worksites of your group members.

### PERSONAL SUPPLY LIST

- Pillow
- Sleeping bag or sheets & blanket
- Foam pad or air mattress (Please bring twin-size only. No king or queen size. Sleeping quarters are tight.)
- Casual/comfortable clothes
- Old T-shirts with sleeves (shirts without sleeves not permitted)

- Work jeans
- Shorts (“short” shorts are prohibited)
- Socks
- Sturdy shoes or work boots
- Hat optional
- Rain gear (optional)
- Bathing suit (mandatory) and flip-flops
- Toothbrush/toothpaste
- Soap/shampoo
- Deodorant
- Suntan lotion/sunscreen
- Towels/washcloths
- Plastic bag for dirty clothes

### PLEASE DO NOT BRING

- T-shirts with offensive/suggestive symbols
- “Short” shorts
- Sleeveless T-shirts
- Backless or strapless clothing, bare midriffs, low necklines
- Drugs/alcohol/vaporizer

## SNACK INFORMATION

If your group is planning on bringing snacks:

**Please limit the amount of snacks your group will need. Groups often tend to bring an overabundance of snacks.** If needed contact leaders will be free to purchase more snacks, if needed midweek.

All containers should be clearly labeled with your parish name. We ask that one adult from each parish be in charge of your snacks. This individual will be responsible for keeping your group’s snack area clean with no open containers and seeing that snacks are put away neatly.

There is no food allowed in the sleeping quarters at all. If food is left in the rooms and is visible to the camp staff, it will be removed. We need the adults to supervise and oversee that no snacks are brought into the sleeping areas.

Snacks have become a serious matter and we have heard complaints from school/facility personnel. CHWC does not want to jeopardize the use of a school because of messy snack areas.

**This is a very serious matter. We look for your cooperation in controlling this issue.**



All snacks must be kept in a plastic container of some kind that can be sealed. This will help keep ants and other animals from snacking on your goodies and invading the school.



## DISCIPLINARY ACTION

Catholic HEART Workcamp encourages an atmosphere of trust, truthfulness, honesty and openness. CHWC prides itself in treating teens with respect. We do our best not to “talk down to teens or adults” but rather work together in creating the “kingdom on earth.” We ask teens to respect adults and vice versa. In most cases, those attending CHWC observe proper respect, manners and rules of order. However, from time to time someone may step over the line and carry out actions which are unacceptable and need disciplinary action.

When an adult or teenager, observes someone being disruptive, destructive or acting in a dangerous manner:

- We ask you to intervene and ask the person to stop. If the problem continues...
- We ask that the problem be shared with his/her parish youth leader. If the situation is a serious violation of rules...
- Contact the Workcamp manager, team captain or director and make them aware of the behavior.

If a situation is severe enough, Catholic HEART Workcamp reserves the right to send a person home at the camper’s expense.

The following list covers situations when someone will be sent home:

- Use, possession or transfer of alcohol, illegal drugs or drug paraphernalia. (Prescription drugs are the responsibility of individuals. Please make your youth leader aware of any prescription medication you will be taking. Also please list all medications on your medical release form.)
- Fireworks, matches, lighters
- Gambling
- Stealing or vandalism
- Possession or use of any weapons, guns, explosive device or knives
- False fire alarm or bomb threat
- Vulgar language or constant swearing
- Sexual harassment/misconduct (Inappropriate fondling or touching of another camper, exposure of ones private parts, intercourse, inappropriate video taping, verbal sexual harassment).
- Bullying: which includes one or more students seeking to have power over another student through the use of verbal, physical or emotional harassment, intimidation, or isolation.

## POLICY ON SEXUAL HARASSMENT/MISCONDUCT

Catholic HEART Workcamp has dedicated itself to fully upholding the U.S. Bishops Charter for the Protection of Children and Young People. CHWC is committed to providing a safe environment for every camper. Parents, Youth Ministers, teenagers, young adults and adult leaders can be guaranteed CHWC is concerned with the well-being, safety, and protection of every camper.

Due to the increased sensitivity in regards to sexual harassment and misconduct, CHWC requires all chaperones and youth (18 and older) attending CHWC to successfully complete any and all Sexual Abuse Prevention policies and training set forth by their Parish and Diocese.

Please review the following carefully:

- 1) **Catholic HEART Workcamp** requires, and will provide, all Youth Ministers/Contact Leaders with a **Verification Agreement Form** that requires **all campers 18 and older complete the requirements of their Parish and its Diocese in regard to their sexual abuse risk prevention policies, training, and background checks. This form will be provided by CHWC and must be signed by the Youth Minister/ Contact Leader and Pastor and must be notarized by a Public Notary. The Verification Agreement Form should be uploaded to CHWC by May 1st. The original should be brought to camp with you.**

If your diocese already requires a background check and your adults have been

approved, you will simply need to sign and return the Verification Agreement Form stating that all participants 18 and older have been checked.

If your Diocese does not require a background check, Catholic HEART Workcamp will require a background check for all participants 18 and older.

2) Catholic Heart Workcamp requires all young adults (18 – 20) to be placed in their own work teams (with an adult) and not with teenagers 17 years or younger.

3) Requires all summer staff employees to have a background check prior to being hired by CHWC. Requires all summer camp staff to make available personal information, references and recommendations from a Priest/Youth Minister for employment.

Sexual misconduct is defined as unwanted or unwelcome behavior of a sexual nature and can occur when it is directed at members of the same or opposite gender. Including, but not limited to:

- Written words or verbal comments of a sexual nature
- Sexually motivated or inappropriate physical contact
- Sharing or bragging about ones sexual experiences
- Pressure for sexual activity
- Pornographic photography or video

**Sexual Misconduct of any type is not tolerated at Catholic HEART Workcamp.** All reports of Sexual Misconduct are taken seriously and will be reported. **If a camper has any concerns about the behavior or remarks from another camper (adult, young adult or teen) he or she is urged to tell the CHWC Staff or a trusted adult.**

As an organization, CHWC has developed procedures and policies to deal with sexual misconduct. When a complaint or allegation is brought to the attention of a CHWC representative, the following procedures will be set in motion:

1. When a complaint comes forward, the accuser and the youth minister will meet with a CHWC representative to discuss the incident.
2. If the accusation is credible, the parents and the pastor of the accuser will be contacted by the youth minister. A CHWC representative will contact our Safety Environment Specialist and notify the proper authorities.
3. CHWC will create a safe place for the accuser until proper authorities arrive.
4. The home parish of the accuser will be notified. The accused will meet with a CHWC representative and the youth minister. The accused will then be removed from camp property in the company of an adult from his/her parish until the proper authorities deem it safe and appropriate for him/her to return to camp.
5. Authorities will direct CHWC on continued action.



## WANTED: Associate Staff, Nurse and Trouble Shooters

### What will Associate Staff be doing?

*Must be one year out of high school (18 or older)*

- Help prepare and serve breakfast, dinner and clean up after each meal. Be in the kitchen at 6:00 a.m. to prepare breakfast and 2:00 p.m. to prepare for dinner.
- After the morning program: empty trashcans in rooms, halls and bathrooms.
- Help out at the worksites in the event someone gets sick or when extra support is needed to finish a project.

### Benefits for Associate Staff

- More free time available in late morning/early afternoon to relax.
- Obtain the “big picture” of CHWC operations.
- Opportunity to travel to the worksites to take pictures/videos.
- Chance to interact at a deeper level with the workcamp staff and with other adults who are associate staff.
- Be of much needed service to Workcamp participants and staff members.

### What will Trouble Shooters be doing?

*Experience in minor construction required (21 years or older)*

- Work at a variety of job sites assisting groups with questions/difficulties that may arise at a work project.
- Assist the Workcamp Staff, mainly the Tool Supply Manager.
- Deliver/pick up tools/supplies from worksites.
- Pick up supplies from the local hardware store in the evenings when needed.

### What will Nurses and Paramedics be doing?

*Must be certified (21 years or older)*

Medical personnel will help at the “home base” whenever a minor medical problem arises (sunburn, twisted ankle, headaches, etc.). This person has the option of being on a work team and going to a worksite or staying at the home base and working behind the scenes as an associate staff member/nurse.

# PRE-TRIP WORKCAMP PRAYER

As a group preparing to attend Workcamp, we ask you to join with Catholic HEART Workcamp in prayer. All across the country there are youth groups just like yours preparing to experience a mission trip with us. As an organization, we have been preparing for all God has in store for us in the summer of 2018. Though we are miles apart, let us join together by saying the following prayer.

*Heavenly Father, thank you for calling each of us to step up and serve. We ask for confidence to say yes to you each day. May we be grateful for all who have supported our efforts. Give us courage to follow through as we prepare for our mission to serve. We ask this through Christ our Lord, Amen.*

