

Camp

Policy

Operations

Statistics

Signatures

2018 Camp Compliance

Royal Family KIDS 3000 W. MacArthur Boulevard, #412, Santa Ana, CA 92704

Camp Number *

Use zeros. Ex: 002, 093

Camp Director's Name *

First

Last

Camp Director's Email ***Sponsoring Church Name *****Sponsoring Church City *****Camp Dates *** - - 

Month

Day

Year

Senior Pastor/Pastor Liaison Name *

First

Last

Senior Pastor/Pastor Liaison Email ***Professional Child Specialist ***

First

Last

Professional Child Specialist Email ***Do you currently have an RFK Mentoring Club?**

Yes

No

Has the church contact info changed this year?

- Yes No

Has your Campground contact info changed this year?

- Yes No

Section 2 Policy Compliance

The Camp Director shall assess the camp operation and check the box next to the items that meet the mandatory requirements for certification of your camp.

This checklist must be completed and submitted with the annual certification fee* of \$450 before the camp will be certified for operation as a Royal Family KIDS Camp. *First year camps are exempt. The Director must review this checklist, identify and correct all deficiencies prior to the certification or recertification of the camp.

The Director certifies that the camp has met the following mandatory certification requirements. References noted are from the Royal Family KIDS, Inc. Director's Manual. Items will be reviewed and if deemed necessary an action plan for correction may be required for non-compliant policies.

Non-Negotiables *

	Compliant	Non-Compliant
1. Camp Director, authorized by the church, has completed Director's Training or Passing the Scepter, and was involved with preparation, volunteer screening/training and operation of the camp. Sect.2 Page 17	<input type="radio"/>	<input type="radio"/>
2. Camp maintains required minimum staffing levels. Sect. 2 Page 52	<input type="radio"/>	<input type="radio"/>
3. Camp Director insures that appropriately certified personnel based on local and state requirements, properly supervise activities such as aquatic, archery, BB-Guns, Rock Wall Climbing, etc. Sect. 2 Page 72	<input type="radio"/>	<input type="radio"/>
4. Camp operated with a Child Specialist (Psychologist/Counselor/Social Worker) experienced in working with children and is aware of reporting protocols as required by state/county Social Services. Sect. 2 Page 3	<input type="radio"/>	<input type="radio"/>
5. Camp operated with a certified health care professional (Nurse/Doctor) & maintained comprehensive records of all medical matters & secured all medications in a locked cabinet. Also responsible to report emergency medical incidents based upon local or state protocols. Sect. 2 Page 5	<input type="radio"/>	<input type="radio"/>
6. ALL Camp personnel adhered to written RFK Religious Policies listed in Sect. 2 Page 25 involving children at camp.	<input type="radio"/>	<input type="radio"/>
7. Camp maintained a minimum ratio of one camp counselor (minimum 18 years old) to two campers. Sect. 3 Page 30	<input type="radio"/>	<input type="radio"/>
8. All new volunteers at camp have filled out a 2018 RFK application. They have had a 30 minute interview using new interview questions. Sect. 3 Page 70. They have had a minimum of two references contacted. Sect. 2 Page 43	<input type="radio"/>	<input type="radio"/>
9. First time volunteers at camp attended a minimum 12 hrs of training & returning volunteers attended a minimum of 8 hrs of training, or greater as required by state/county requirements. Sect. 2 Page 43	<input type="radio"/>	<input type="radio"/>
10. Camp had minimum liability insurance for week of camp: General Liability \$1 million; \$500,000 Sexual Misconduct. Policy named RFK, Inc. as "Additional Insured" & "Certificate Holder." Sect. 2 Page 71	<input type="radio"/>	<input type="radio"/>
11. Director made all volunteers aware of the RESTRICTED CONTACT policy with campers after camp. Any contact with the children must be made through Social Services and not representing RFK. Sect. 2 Page 35 & 2 Page 56	<input type="radio"/>	<input type="radio"/>

12. Camper information is obtained utilizing RFK, Inc. Registration Forms. All camper information is held in strictest confidentiality and maintained in a secured location. Sect. 2 Page 70	<input type="radio"/>	<input type="radio"/>
13. Camp did not print, stitch or screen the RFK name or logo on apparel, jewelry or novelty/gift items for camp without receiving prior approval from RFK INC. Clothing worn at camp with the RFK logo have been purchased from RFK. Sect. 2 Page 35	<input type="radio"/>	<input type="radio"/>
14. The Director is solely responsible to discuss any matters pertaining to emergencies, issues or confidential matters at camp with Social Services, media and RFK, Inc. Sect. 2 Page 39	<input type="radio"/>	<input type="radio"/>
15. Campers and Adult Volunteers were given a safety orientation either verbally or by video about the 3 T's, 3 R's and 3 W's prior to commencement of the camp week. Sect. 2 Page 43	<input type="radio"/>	<input type="radio"/>
16. Our volunteers have been trained regarding Mandated Reporting Procedures. Sect. 4 Page 58.	<input type="radio"/>	<input type="radio"/>
17. All new camp staff and counselors have passed a level 3 background screening or have been FBI fingerprinted. Sect. 3 Page 76.	<input type="radio"/>	<input type="radio"/>
18. A level 2 background check has been run every 3 years on volunteers who have remained active. Sect. 3 Page 74	<input type="radio"/>	<input type="radio"/>
19. A level 3 background check has been run on returning volunteers who have been inactive or out of the area for more than one year. Sect. 3 Page 74	<input type="radio"/>	<input type="radio"/>
20. We did not allow or corrected unsafe, personal contact such as lap sitting, piggy-back rides, frontal hugs. Sect. 2 Page 53	<input type="radio"/>	<input type="radio"/>
21. All volunteers, campers and guests were required to wear name tags at all times (registration and camp). Sect. 2 Page 56	<input type="radio"/>	<input type="radio"/>
22. We served 3 regular nutritious meals and an afternoon/evening snack. Sect. 2 Page 53.	<input type="radio"/>	<input type="radio"/>

If you used Verified Volunteers as your Background Screen provider, please find your customer ID # here:

What is the name of the company you used for background screening if you did not use Verified Volunteers?

This company meets the Level 3 Background Screening requirements found in the RFK Director's manual Section 3 Page 75. <http://royalfamilykids.org/wp-content/uploads/2017/04/BACKGROUND.pdf>.

Yes

No

Explain in this box

Section 3 Operational Survey

The Camp Director shall access their camp's operation and provide pertinent information relative to their camp's important operational policies and procedures. These items are considered "Best Practice" procedures. This survey is intended to review these practices to establish a standard of excellence throughout all Royal Family KIDS Camp and to remind Camp Directors of their importance.

How many new people did you interview this year? *

Of the new people you interviewed, how many were accepted as volunteers? *

Other than Directing, I was also responsible for other staff roles at the camp

- Yes No

We had medical personnel who met the state requirements on duty for the full week of camp.

- Yes
 No
 More explanation needed

Provide explanation in the box below.

According to your medical personnel, how many campers (# not %) were on regularly scheduled psychotropic medications? *

There was a life-threatening injury, accident, emergency or serious problem at camp (or transporting to/from camp), and I notified RFK, Inc. *

- Yes No

We had to report an emotional, physical or sexual abuse, either prior to camp, or while at camp. We have filled out a report to the staff Psychologist/Social Worker, and the camper's assigned Social Worker.. *

- Yes No

How many Activity Centers did you have at camp?

- 0-5
 6-10
 11-15
 15 - Up

We presented the following using RFK Curriculum: (Check all that apply)

- Bible Stories
 Breakfast Club
 Drama
 Object Lessons
 RFK Activity Book
 Short Skits
 Did not use RFK Curriculum

Comments regarding Following New Blueprints Curriculum:

How would your campers and staff rate this year's curriculum?

1 2 3 4 5

Needs work Amazing

How did your Camp use this year's RFK Music? (Check all that apply)

- Group Singing
 Music & Motion Projection
 PlayAways
 Purchased CD's
 MP3 Downloads
 Did not use

How would your campers and staff rate this year's RFK Music?

1 2 3 4 5

Needs work Amazing

Approximate number of photos for each camper?

List the names of the counties from which you brought children to camp?

Section 4 Camp Facts and Statistics

The Camp Director shall assess the camp operation and provide information relative to their camp's operations. Camp Cabinet feels this information is important for other Directors and Directors in Training as means of citing examples to establish costs and staffing needs, as well as providing the RFK headquarters with vital information to fulfill the Vision of every foster child, age 6-12, experiencing a life changing camp, club and mentor.

2019 Expected Camp Date *

 - - 

Month Day Year

Are you planning to continue as Camp Director next year?

Yes No

CAMP ATTENDANCE STATISTICS

This year's Campers *

 ex: 23

This year's Counselors *

 ex: 23

This year's Staff *

 ex: 23

of campers returning to volunteer

 ex: 23

of adoptions as a result of last year's camp

 ex: 23

of adults who became Foster Parents as a result of last year's camp

 ex: 23

of college students that changed their major to work with children of abuse as a result of last year's camp

of Teen Staff Assistants**VOLUNTEER HOUR WORKSHEET**

Training # *	# of hours *	# of people *	Total
<input type="text" value="1"/>	<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Training # *	# of hours *	# of people *	Total
<input type="text" value="2"/>	<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Training #	# of hours	# of people	Total
<input type="text" value="3"/>	<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

# Adults at camp (full week) *	# of hours *	Total
<input type="text" value="ex: 23"/>	<input type="text" value="120"/>	<input type="text" value="0"/>

Registration # of hours	# of people	Total
<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Birthday Party # of hours	# of people	Total
<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Welcome Home # of hours	# of people	Total
<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Other Activity # of hours	# of people	Total
<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Fundraisers # of hours	# of people	Total
<input type="text" value="ex: 23"/>	<input type="text" value="ex: 23"/>	<input type="text" value="0"/>

Total Volunteer Hrs

FINANCES

Estimate this year's camp expenses to the nearest \$1,000 *

ie: \$20,000

Additional Comments

Section 4 Signature

Why is compliance so important?

This compliance report helps us communicate a standard of excellence with three audiences.

1. Staff and Counselors – The compliance standards should be shared with them. These standards will help staff and counselors understand that they are part of a “bigger picture.” You are more than just one camp.
2. Pastoral Staff – The compliance standards are a good tool for communicating to the Pastoral staff what is expected of an excellent RFK.
3. Social Services – The compliance standards sends a strong message to Social Service agencies: “We are serious about making and keeping the camp safe for the children we serve.”

Benefits of hosting a Royal Family KIDS Camp.

Camp Cabinet identified three major benefits of having a national office:

1. Credibility. Operating standards that are applied nationally and widely recognized as an invaluable component of the RFK brand. Review of issues that affect camp operations, and when warranted, adoption of policies and procedures to protect and enhance camp operations.
2. Encouragement and support. Open door communication policy offered year-round, where camps can call with questions, ask for advice regarding difficult issues or situations that arise, and talk through ideas for clarification or expertise from others.
3. Leadership. Leadership training at the annual Leadership Summit (LIFT), with the opportunity to learn from nationally recognized speakers regarding both leadership development and issues and developments in the field of helping abused children.

This signature signifies that the information I have given is true to the best of my knowledge. Please sign using your finger or mouse, then click Submit Compliance Report.

Clear

Do not close your Browser until you see "Thank You - we have received your form."

Submit Compliance Report

 **Print Form**

for PASTORAL APPROVAL ONLY click triangle -->

Additional Comments

As the Pastor, I have reviewed the Camp Compliance Report. Please sign using your finger or mouse.

Clear

First & Last Name

Please make sure to type your name before hitting approved!

Approved

for CHILD SPECIALIST APPROVAL ONLY click triangle -->

Additional Comments

As Child Specialist, I have reviewed the Camp Compliance Report. Please sign using your finger or mouse.

Clear

First & Last Name

Please make sure to type your name before hitting approved!

Approved