



# 2023 INDIANA DISTRICT MANUAL

## ARTICLE XVI

### *Indiana District Camp Policy Statement*



# **Policy Handbook**

## **Conference And Training Center**

## **Indiana District**

## **United Pentecostal Church**

Revised: 2023

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## **CAMP PHILOSOPHY**

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The Indiana District Camp is the result of vision, leadership, and dedication going back several decades. None of us would have the privilege of continuing this great work without the champions of past generations who have brought us to this day.

The Indiana District Camp has also operated with a strong philosophy that our campground should always be a place where apostolic people can participate together in powerful worship and hear the apostolic message preached from an unfettered pulpit. The prevailing tradition has also been upheld that God's family shall be together at this place in complete unity and demonstrating a positive Christian attitude to each other and our work.

Each person who enters these grounds is responsible for helping us to uphold these traditions, and to always conduct themselves with Christian values and holiness unto the Lord.

## Letter To Each Camp Staff Member

*Dear Camp Directors, Dorm Supervisor and Workers;*

*The Indiana District Board welcomes you and thanks you for being part of the great adventure of church camp.*

*Thousands of people look back on their lives and recall with fond memories and heartwarming humor the wonderful experience of camp. The friendships, memories, and spiritual blessings last a lifetime.*

*Our work is of course made easier when each of us understands the vital aspect of teamwork. The summer camp program in Indiana is historically a testimony of people working together to provide a wonderful Christian place for us all to spend a little bit of our summer.*

*This handbook is intended to present guidelines to all those involved and to help assure the success of our endeavors.*

*Thank you for taking part. Your sacrifice and dedication is appreciated.*

*Yours in Christ,*

*INDIANA DISTRICT BOARD*

## **BRIEF HISTORY OF THE INDIANA DISTRICT CAMP**

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The first Indiana District Camp was held at Battleground in 1953 and continued there through 1962. On April 9<sup>th</sup>, 1963 The Indiana District was issued an article of Incorporation from the state of Indiana.

In 1963 and 1964, the camp was held in Hartford City at the Assemblies of God Campgrounds. In 1965, the camp was held at the Assemblies of God Campgrounds. In 1965, the camp was held at the Nazarene Camp in Marion, Indiana, and in 1966 moved to the present location in Fortville, Indiana.

In 1961, the District Board looked at three farm acreages to purchase for a campground. When Bro. Lester McFarland walked on the present location, he said, "This is the place." Mr. Kellum was owner of the present location and was asking \$30,000.00, but when he heard it was for a church camp, he reduced the price by 10 percent, and the real estate agent also donated \$500.00.

In a meeting at Calvary Tabernacle in November 1962, pledges were taken and in three months \$26,500.00 was raised to purchase the property. The District Board met on February 28, 1962 at the old farmhouse and paid in full for the property, and a deed was given to them at that time.

Work began immediately, and by 1965 the dining hall and five dorms were completed. On November 7, 1965 at the District Conference in Fort Wayne, permission was given to Church Builders to build the tabernacle, chapel, concession stand and roads for a price of \$290,000.00 with the hope of having everything ready for camp in August 1966.

Tragedy struck the camp on November 26, 1965 when a tornado destroyed five dorms and the dining hall suffered minor damage.

The Ladies Auxiliary held the first service on the campground in the east side of the dining hall. Sis. Dora Simison was the Ladies Auxiliary President, and Lane Scott spoke on "Beyond These Weeds."

In December of 1975, a drive was launched called "A Fair Share For Everyone" which resulted in the burning of the mortgage at the Adult Camp in 1976.

The Camp was remodeled under Paul Mooney as District Superintendent during the 1990's. The auditorium was re-carpeted, air conditioning was added and the dorms were air conditioned as well. The kitchen was completely rearranged and remodeled and air conditioned as well.

In 2000 the Indiana District Campgrounds name was changed to "The Indiana district Evangelism and Training Center"

Around 2005 section 5, from our old sectional boundaries, took up the task of remodeling dorm 9-10, and redid the bathrooms and re-roofed the building. This gave a spark of inspiration for the next few years of improving and rebuilding the camp.

Robert Stroup, the district superintendent, allowed a group of men to travel around to some camps and report on what they had been doing to improve and update the camp in Indiana, and he even went with the group to Canada to view the recent improvements in the Toronto area campground.

Terry Long became the camp comptroller and began to implement some much needed austerity measures in order to help make the camp most cost effective to operate, which over the next couple of years eased the financial load on the district.



The District Board began to make some adjustments in order to reign in the costs of the campground. They moved to bring in an outside consultant to help raise money to pay off approximately \$250,000 of mortgage debt. A team was created and a three year plan was created. In 2 years the debt was retired, and then in 2011, 20 acres of property adjacent became available when our campground neighbor passed away. The family wanted to have the property purchased by the camp. We agreed on a price of \$100,000 for the approximately 20 acres of farmland, which would enable future expansion. During camp meeting that summer, as we celebrated the retiring of old debt, we received pledges totaling \$100,000 towards the new property. After working with the city and county councils, when it was time to pay for the property on January 10, 2012, we had the entire \$100,000 in hand to purchase the property from the pledges of the pastors and saints being faithful and paying their pledges.

The summer of 2012 and 2013 saw several major improvements. We had some hail damage in the summer of 2011, so the insurance company paid for new roofs for all the dorms that needed them. In 2012 the ladies ministry paid for the remodeling all of the dorm restrooms.

In 2013, someone donated the money to redo the floors in the kitchen and dining hall, which led to the Ladies Ministry insulating and repainting the dining hall.

## **PROFILE OF THE INDIANA DISTRICT CAMPS**

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Each Camp is sponsored and directed by individual departments:

### **Sunday School Department**

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8-9 Camp

10-11 Camp

### **Youth Department**

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Junior Camp - (*Ages 12-14*)

Teen Camp - (*Ages 15-18*)

### **Family Camp**

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Family Camp is for all ages and is under the direction of the District Superintendent, District Board, and Ministerial Constituents.

The Indiana camps are broken down into three areas. Each of these areas is sponsored and administered by different departments of our District.

### **IMPORTANT NUMBERS**

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**Fortville Police: (317) 485-6328**

**Lapel Fire Department: (317) 534-3747**

**Ingalls City Hall: (317) 485-4321**

**Child Protection Services Hotline: (800) 800-5556**

### **CAMP NUMBERS:**

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Campground - (317) 485-5532

Administrative Office - (317) 485-5053

Conquerors Hall - (317) 485-5984

### **MISCELLANEOUS**

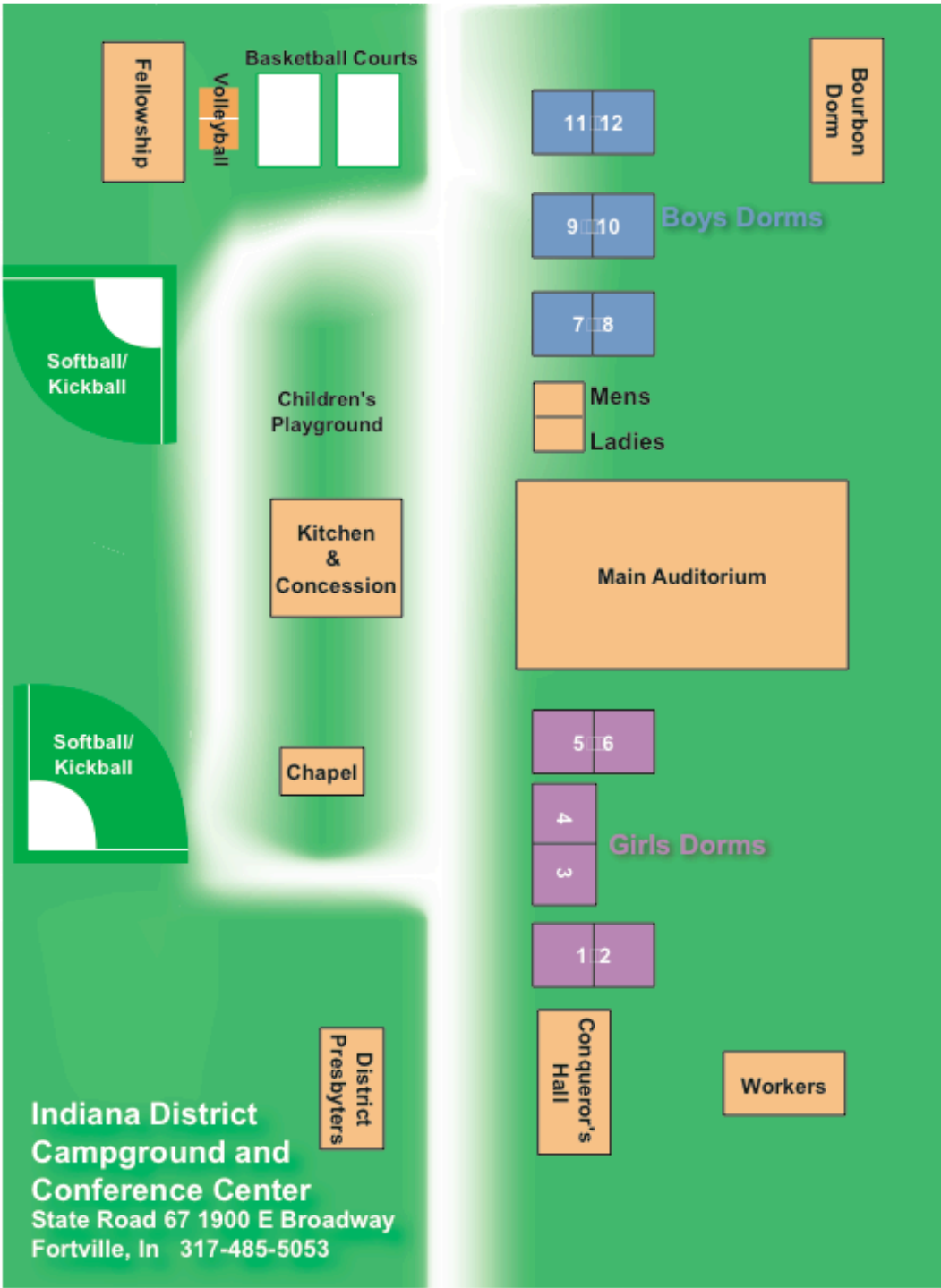
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UPCI Headquarters - (314) 837-7300

## **INDIANA DISTRICT UNITED PENTECOSTAL CHURCH CAMP POLICY**

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CAMP MAP



## **CAMP OVERSIGHT**

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The Indiana District Board shall oversee all phases of the physical operation of the camp, such as:

- To oversee all repairs and improvements as are needed from time to time
- To lease lots and cottages to qualified purchasers as defined in the Camp Policy
- To consider all requests for additions or alterations to any existing structure, with the right of approval or denial
- The District Board may empower any committee or person to assist in implementing these duties and/or camp responsibilities such as finance committee, camp oversight committee, and oversight of camp caretaker.

The Indiana District Board shall establish a grassroots Camp Committee with one representative of the district board participating on said committee to govern the physical operations of the campgrounds. This committee would be empowered to lease the camp for profit, generating an additional cash flow that would help defer the expense of necessary repairs and/or upgrading the camp facility as needed.

This committee would be under the authority of the district board and should be represented, if possible, by one man from each section.

These positions shall be appointed by the District Conference.

Each section and the ministry and churches of each section, shall be organized by the presbyter of each section, and be responsible for the following:

- Section 1 churches, led by Section 1 presbyter, be responsible for Dormitories 1 & 2 and the quarters for the presbyter of Section 1 in the Executive Dorm building.
- Section 2 churches, led by Section 2 presbyter, be responsible for Dormitories 3 & 4 and the quarters for the presbyter of Section 2 in the Executive Dorm building.
- Section 3 churches, led by Section 3 presbyter, be responsible for Dormitories 5 & 6 and the quarters for the presbyter of Section 3 in the Executive Dorm building.
- Section 4 churches, led by Section 4 presbyter, be responsible for Dormitories 7 & 8 and the quarters for the presbyter of Section 4 in the Executive Dorm building.
- Section 5 churches, led by Section 5 presbyter, be responsible for Dormitories 9 & 10 and the quarters for the presbyter of Section 5 in the Executive Dorm building.
- Section 6 churches, led by Section 6 presbyter, be responsible for Dormitories 11 & 12 and the quarters for the presbyter of Section 6 in the Executive Dorm building.
- The Sunday School and Youth Department, organized by the respective Directors and Secretaries, shall be responsible for Conquerors Hall Dormitory and the Chapel.
- The Ladies Ministry Department, organized by the Director and Secretary, shall be responsible for the building referred to as the “The Hospitality Center.”

## **SUPERVISION**

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Throughout all camps there shall be at least one District Board member and the department head or secretary of each respective camp on the grounds at all times to assist as needed by the Camp Director.

## **MAINTENANCE**

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The water and sewage facilities are complex systems and only an authorized person designated by the District Board shall maintain and repair the central systems. (Cabin owners are responsible for repair and upkeep of water and sewage from their respective cottages.) Each department shall be responsible for the cleanliness of campgrounds during their respective camp. In the event of any damage to cottages, dormitories, or any other camp facility caused by excessive abuse on the part of any camper or campers, which results in expensive repairs; the cost of said repairs may be passed on to the individual or the parents of children involved.

It is suggested that each department delegate the following responsibilities to their board members:

- There shall be planned clean up for all buildings grounds, dormitories, and restrooms each day.
- The auditorium must be cleaned each day.
- Restrooms must be cleaned each day and paper supplies kept in the proper receptacles.
- There must be a final clean up of each respective camp that will be followed by an inspection by the respective camp director.

One person appointed by each department for their respective camp shall supervise the use and maintenance of recreation equipment and grounds used for recreation. There shall be an Inventory at the beginning and close of each camp by the department in charge.

Furniture, materials, and equipment shall not be moved from their respective buildings except by permission of the Camp Director or District Board.

## **PERSONNEL**

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All camp plans by department heads shall be submitted to the District Board for approval together with the name, address, age, pastor's name and home church of all camp personnel to be used for respective camps prior to the camps they shall serve.

Approval of the respective pastors shall be required for all personnel used in the camps. The departments of their respective camps will designate free meals and/or rooms that are to be provided for those having official responsibilities. All camp personnel must be members in good standing with one of our United Pentecostal Churches. Names of all proposed speakers and teachers for each camp shall be submitted by the respective departments to be passed upon by the District Board prior to contacting them.

All workers must sign a criminal disclaimer form and release form with regard to sexual abuse inquiries.

All workers/volunteer must comply with and complete the camp screening policy.

## **USHERS**

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Must be passed upon by the department heads for their responsible positions. All camper rules shall apply.

## **CAFETERIA PERSONNEL**

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All cafeteria personnel shall serve under the direction of the cafeteria supervisor. All camp rules shall apply to cafeteria personnel. Minimum age of 16 years is required and adult supervision will be maintained in dormitories or cottages where non-adults are housed.

### **CONCESSION STAND**

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Concession stand managers shall be appointed by the Camp Comptroller and shall be separate from the kitchen supervisor. The concession stand shall be completely closed during all services. Only authorized personnel shall be allowed in concession stand. Children are not permitted. Minimum age is 16 and supervision will be maintained in dormitories or cottages where non-adults are housed. All camp rules apply to concession stand personnel.

### **HEALTH/HYGIENE**

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Rules of health and hygiene apply to all personnel working in cafeteria and concession stand (State Board of Health required.) Camp comptroller or cafeteria supervisor shall provide information and requirements as to the Board of Health requirements. Only authorized personnel shall be allowed in kitchen and traffic serving area. It is to be here stated that we must strive to maintain campground cleanliness.

### **CAMPERS**

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Campers shall follow all rules under the Basic Campground Policy Section of this manual.

### **MUSIC DEPARTMENT**

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The music director must understand the camp choir is basically for registered campers. Non-registered campers shall not be allowed to participate in music without the express permission of the Camp Director. Any assistance by persons who are not registered campers shall be under the same Policies as are registered campers. The music director and assistants shall be under the authority of the department head and the District Board.

### **OTHER PERSONNEL**

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Any persons involved in any capacity not already specified shall be under the same general rules as specified for all personnel.

We strongly admonish everyone who attends camp to be inside the Tabernacle and not to be loitering outside during services.

The following statements shall be on all campers' registration forms:

I, \_\_\_\_\_ (*pastor's name*), as pastor  
of \_\_\_\_\_ (*Camper's name*), have advised this applicant and provided them  
a copy of all camp rules and his or her obligation to abide by them, and I hereby pledge to  
uphold the camp in all camp policy.

By my signature, I hereby give consent for a criminal background check to be made through proper agencies and that it be kept on file with the Indiana District UPC.

### **RESPONSIBILITIES OF CABIN OWNERS / LESSEES / LOT OWNERS**

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Cabin owners / lessees / lot owners shall abide by the following regulations:

Any business transacted as to cabin sales, trade or disposition, shall be conducted according to the requirements set forth in the sales contract. Cabins and landscaping shall be kept neat and in good repair as per contract. All Cabin owners / lessees / lot owners are to assist in conservation of water supply and make arrangements to winterize cabin each fall of the year. Water, sewage and insurance costs will be reassessed on an annual basis.

- Cabin owners / lessees / lot owners shall cooperate with District officers at all times, and must defer to the rules that are in force during camp periods.
- Storage of abandoned or inoperable vehicles, motors, or other large rubbish is prohibited.
- No dumping is allowed anywhere on Campground.
- Cabin owners / lessees / lot owners must seek approval for all exterior improvements or additions to their cabins in accordance with District Camp Policy procedure.
- Cabin owners / lessees / lot owners are not allowed to sublet or rent or allow anyone to occupy cabins during off camp season with the exception of immediate family members without first obtaining approval of the District Board.
- No Cabin owners / lessees / lot owners shall buy cabin or lots with the intent of business profit.
- Any outside pets shall be kept on a leash. (No farm pets allowed.)



## SPECIAL USAGE

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Whereas the Indiana Campground was established to promote a wholesome and Godly fellowship; and all activities that go on must be conducted in a manner inoffensive to accepted Apostolic behavior; the following guidelines shall be adopted as to the special use or rental of this facility.

- All activities shall be in accordance with established camp policy.
- Fundraisers that do not directly benefit the camp or other district programs will not be permitted.
- A fee shall be paid to the camp for any special usage. A negotiated percent shall be decided by the District Board to be applied to the Camp Fund.
- The District Board will permit no form of entertainment-oriented programs without express approval. Any request for fund raising purposes must be submitted to District Board prior to the annual district planning meeting for consideration and scheduling.

Our churches are encouraged to use the camp for outings, church seminars, etc. All requests for use of this nature shall be submitted to District Superintendent or designate at least thirty days prior to event.

District owned sound equipment might be used only by approved District Media Engineer (as designated by the District Board.)

## BASIC CAMPGROUND POLICY

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These Basic Campground Policies are published to help make all persons aware of the guidelines, traditions, and principles of Christian conduct that govern the activities which take place on the Campground. All individuals, campers, non-campers, visitors and personnel, are encouraged and expected to maintain standards of Christian conduct as set forth in the Articles of Faith and Position Papers of the United Pentecostal Church International and to adhere to these Christian principles in spirit and in deed while on the Campground or participating in Camp activities.

Practices, which are known to be morally wrong by Biblical teaching, are not acceptable and will not be allowed on the Campground. Such practices include, but are not limited to, specific acts such as the possession or consumption of alcoholic beverages, the possession or use of tobacco in any form, the possession or use of any drugs other than for medicinal purposes as prescribed by a physician, stealing, the use of slanderous or profane language, all forms of dishonesty including lying and cheating, occult practices, promoting or engaging in any immoral sins such as premarital sex, adultery, homosexual behavior, pornography, and the participation in gambling. In addition, attitudes and behaviors such as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful prejudice or harassment such as that based on race, sex, or socioeconomic status are not acceptable and will not be tolerated on the Campground at any time.

The Campground reserves the right to withdraw or terminate at any time the participation in Camp activities of any individual, including campers, non-campers, visitors and personnel, without cause or for any violation in spirit or in deed of these Basic Campground Policy, the principles contained herein or for failing to follow the instruction of camp personnel.

### Campers

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#### General:

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1. All Campers and staff eighteen and under must have recommendations of the United Pentecostal Church pastor of their city (or nearest UPCI pastor) to attend. A camper from a non-UPCI church must have the signature of the nearest UPCI pastor.
2. Camper and staff eighteen and under must obey all rules as outlined by the Camp Director, and respect all lines of authority.

#### Conduct:

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3. All Campers shall be required to attend all class sessions, music practices, and evening services.
4. No Camper will be granted permission to go back and forth from the Tabernacle after evening service begins. Each Camper must remain in the Tabernacle after the evangelistic service until permission is granted to leave.
5. No loitering outside the Tabernacle during evening services.
6. No Camper is permitted beyond the boundary established by the District Board. Campers must remain in central camp areas and may not travel to the cabin area except by special permission from the Dean or the Camp Director.
7. Campers are not to stay in cottages without an adult supervisor officially approved by the department in charge.

8. Campers are not to visit or be present at any time in a cottage where members of the opposite sex are present, or reside. When a visitation shall exist, the Camper or Campers shall be dealt with by the Camp Director and may be banned from the Camp for whatever time period the Director shall determine. The respective pastors shall be notified of such actions.
9. Campers shall not visit dorms of the opposite sex.
10. No camper is allowed outside of sleeping areas after lights out.
11. No one is permitted to remove any furniture from its proper place at any time.
12. Campers shall respect all Camp property, and they or their parents are responsible to pay the repair for any damage.
13. Campers may not change dorms.
14. Campers are required to eat their meals in the cafeteria at the approved time.

### Behavior:

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15. Campers shall not engage in handholding, kissing, or any such activity.
16. No taunting or ridicule of other campers is allowed.
17. Acts of violence will not be tolerated, and shall be cause for dismissal.
18. Smoking, drug use, drinking of alcohol, or any such activity, is not allowed.
19. Vulgar language, profanity, and/or cursing are not allowed.
20. No videos, worldly music, Christian Rock music, radios, tapes, records, no CD/MP3 or DVD players will be permitted in the dorms.
21. Campers will keep their personal items in order.
22. No littering or throwing of food.

### Personal Appearance:

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23. Campers will abide by the dress guidelines set by the UPC Indiana District
  - a. **Girl Campers** must have all dresses or skirts decent and below the knees. Splits in skirts or dresses must be below the bend of the knee. Dresses and blouses must have sleeves of at least  $\frac{1}{4}$  length with a modest neckline. No Tight fitting clothes of any kind. Clothes must cover midriff area at all times. Shorts and slacks are not permitted on the Campground. We encourage girls' not to cut or trim their hair and ask all Campers to respect this standard while on the campground. The use of lipstick, makeup, or jewelry is not permitted. Shirts or sweaters with suggestive writing or pictures are not allowed.
  - b. **Boy Campers** must have decent haircuts before arriving on the Campground. Hair must be off the collar and the ears. No shorts or tight fitting clothes of any kind. No tight-fitting or overly baggy trousers with holes or tears are permitted. Boys must wear shirts or sweaters (no plain under shirts). No shirt or sweater with suggestive writing or pictures is allowed. No jewelry is allowed.
24. Campers will practice good hygiene

### Rules for Non-Campers:

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25. During any scheduled District activity, all persons on the Campground are under the jurisdiction of Campground rules. This includes daytime, evening, and overnight guests.
26. All persons on Campgrounds at any time (Camp week or non-Camp week) shall abide by the dress guidelines set by the UPC Indiana District.

27. During camp week, all people on the grounds, including persons in cabins and the trailer park, are under the direction of the Camp Director, and shall cooperate fully with the Camp Director and all Camp rules.
28. Non-campers are not allowed to be in the central Camp area during the day of Camp programs, except by permission of the Camp Director.
29. No bicycles, skateboards, or motorized vehicles of any kind are to be operated in the central Camp area (blacktop) except staff carts, or other vehicles specifically approved by Camp Director.
30. All Owners/Renters of Golf Carts shall sign and abide by the golf cart policy contained at the back of the camp handbook.
31. No parking of golf carts in front of the cafeteria or the auditorium.

## JOB DESCRIPTIONS

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### ***Camp Director***

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#### **Qualifications:**

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- May not be less than 21 years old
- Approved by District Board, or by virtue of District office
- Must be minister holding license with UPCI
- Must personally comply with and complete the Camp Worker Screening Policy, the Camp Child Abuse Prevention Policy and all other policies contained in this manual.

#### **Duties:**

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- Shall work in harmony with District Superintendent
- Shall work in accordance with all District Board directives
- Organize camp with regard to all staff and programs
- Speakers shall be approved by District Board
- Assistant Director shall be department Secretary or his designee as approved by District Board
- Every effort should be made to provide a program that is varied and conducive to spiritual growth, physical and social experiences
- Handle all disciplinary actions against staff or camper by following disciplinary procedures
- Maintain required records:
  - Roster of all current staff
  - Roster of all current campers
  - Medical reports
- Make certain camp-screening policy is complied with.
- Promote a good spirit and Christian attitude among staff and campers
- Establish a daily camp schedule
- Camp Director shall have the right to ask cooperation of non-campers and camp residents during camp week
- Shall have program and key staff completed three weeks prior to camp date
- Responsible for day-to-day camp administration
- Assure the care, safety, and protection of all campers
- Shall provide an orientation session for staff and clearly provide information regarding discipline, rules and childcare.
- Help minimize costs
- Responsible, along with District Secretary, to see that all monies (fees and offerings) are delivered to District Secretary/Treasurer or his designate.
- Shall have access to petty cash account and provide receipts for all monies spent from this fund, to be submitted to District Secretary/Treasurer at end of camp
- Shall not leave the camp ground unless the Assistant Director is left in charge and if possible the District Board Representative were notified; however, Camp Director shall endeavor to be on grounds as much as possible.

- In case of emergency or an extreme disciplinary problem, the Camp Director shall counsel with the District Board Representative to help reach a decision.
- Shall prepare a Camp Damage Inspection after each camp, file report in district office and give a copy to the Maintenance Director.

## ***Assistant Camp Director***

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### **Qualifications:**

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- May not be less than 21 years old
- Approved by District Board, or by virtue of District office
- Must be minister holding license with UPCI
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Work with and under direction of Camp Director in performing mutual duties
- Assist dean in setting up registration
- If Assistant Camp Director is Department Secretary, he shall see that all monies are delivered to District Secretary/Treasurer per procedure.

## ***Deans (Male & Female)***

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### **Qualifications:**

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- At least 21 years of age
- Filled with the Holy Ghost
- Member of UPCI
- Approved by District Board
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Responsible with Principal to patrol and monitor campground
- Perform daily dorm inspection with Principal
- Solicit Dorm Supervisor as needed and according to District procedure
- Oversee Dorm Supervisor
- Assist Camp Director as requested in the area of camp control
- Attend training meeting
- Set up registration; register all campers and staff; register all persons in cottages during camp week; prepare roster for camp report booklet
- Make sure all Dorm Supervisor are informed of their duties by providing them with job descriptions
- Assist Dorm Supervisor in dorm setup (Bed checklist, etc.)
- Be on grounds at all times to offer advice and support and supervision to Dorm Supervisor. Assure that all attend camp activities
- Substitute for Dorm Supervisor as needed in caring for children
- Make certain dorms are ready on opening day
- Note and report to Camp Director all Dorm Supervisor that do not cooperate with program
- Be watchful for any problems; Monitor behavior and appearance of campers
- Do final lights-out bed check inspection at night
- Responsible for wake-up
- Respond to all first-aid emergencies, if possible, to assure that proper procedures are followed
- Be responsible for the sign-out of any camper during camp. No camper may leave grounds without signing out, or until Friday's dismissal
- Assist in spiritual development and encouragement of campers (altar work, worship, etc.)
- Deans must not leave until all dorms are properly inspected and Camp Director has authorized departure



## ***Dorm Supervisor***

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### **Qualifications:**

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- At least 18 years of age (Exceptions at discretion of Camp Director)
- Filled with the Holy Ghost
- Member of the UPCI
- Registration signed by pastor (Camp Director may sign only by special permission of pastor)
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Shall be on Campground by 8:00 a.m. on opening day of camp.
- Shall attend training session.
- Shall abide by all Camp Policies contained in this manual.
- Shall work in harmony with Camp Director and other staff and be submissive to line of authority.
- Shall be with campers at all times during week.
- Shall provide companionship, encouragement to each camper while serving as caretaker to his/her group.
- Shall encourage participation with camp program and group activities (sports, choir, classes, etc.)
- Shall assist camper in developing positive spiritual attitudes and physical activities during camp week.
- Dorm Supervisor may not leave campground without clear permission of Dean or Head Dorm Supervisor.
- Complete a bed-check list and do bed check each night.
- Mark each bed with name and number of specific camper.
- Maintain discipline and encourage campers to follow camp rules and schedules and procedures (Meals, showers, recreation, etc.)
- Dorm Supervisor shall not handle disciplinary action, but follow disciplinary policy.
- Dorm Supervisor shall never deny food or sleep to a camper for any reason.
- Private dorm prayer meetings shall only be with permission of Camp Director.
- Dorm Supervisor shall not pull his or her group out of main camp program.
- Dorm Supervisor may not leave dorm at night.
- Dorm Supervisor shall not engage in private interviews with campers that might be deemed psychological or spiritual counseling, but shall restrict his/her discussion to general and 'normal' topics.
- Any unusual behavior or illegal activity such as drugs, theft, or sexual contact between campers shall be reported to Camp Director at once.
- Dorm Supervisor must abide by the Sexual Abuse Prevention Policy and never touch or talk to a camper in any way that would have even the slightest sexual appearance attached to his/her activity.
- Do not grant permission for any camper to leave campground with anyone for any reason without going through Dean or Camp Director.

- Any camper leaving the grounds must have authorization from a parent or guardian, and fill out the proper paperwork at Conqueror's Hall office. Minor children are released only to a parent/guardian unless proper parental permission has been granted.
- Dorm Supervisor shall watch for any health problems and any injuries and report to camp nurse.

## ***Principal***

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### **Qualifications:**

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- At least 21 years of age
- Experienced in teaching and organizing
- Filled with the Holy Ghost
- Member of UPCI
- Application signed by Pastor, if applicable
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Assist with Camp Registration
- Work with respective Camp Committee and/or Director or his/her appointee in establishing educational programs and themes
- Follow line of authority; be available to assist as needed
- Work with Camp Director in assembling materials for classes
- Organize teaching staff with cooperation of Camp Director, and with teaching staff with respect to times and procedures
- Prepare classrooms and direct teaching sessions
- Maintain high quality teaching standards and encourage a good spirit among campers and teaching staff
- Perform dorm inspections with dean
- Be responsible to organize with Dean camp patrol/monitoring
- Ring bell to signal class and activity changes
- Maintain high standard of discipline
- Open and close all classes on first day and introduce teachers, etc.
- Be present in all services and encourage teachers to be present in services and sit on platform as designated
- Select and direct ushering staff. This group should receive offering and close and clean Tabernacle each evening

## ***Music/Choir Director***

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### **Qualifications:**

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- At least 18 years of age
- Holy Ghost filled member of Indiana District UPCI
- Application signed by pastor, when applicable
- Experienced in music and choir direction
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Work with Camp Director or his appointee in planning music for camp
- Direct choir
- Be prepared with musical program for each service, as well as altar service, chapel, rallies, and day services
- Maintain a good spirit in working with staff and campers
- Supervise practice sessions and maintain time schedule
- Use campers as much as possible for solos and featured parts
- Staff may be used as needed in music
- All assistant workers/singers/musicians must be approved by Camp Director and meet general requirements of other personnel
- Assist Camp Director in any way to help assure a successful camp

## ***Orchestra Director***

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### **Qualifications:**

---

- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Experienced in music and choir direction
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Work with Camp Director or his/her appointee in planning orchestra program for camp
- Direct orchestra
- Work under supervision of Music Director or service leader during regular camp meetings
- Be prepared for special orchestra performances during each service
- Supervise practice sessions and maintain time schedule
- Maintain a good spirit in working with staff or campers

## ***Security Staff***

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### **Qualifications:**

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- At least 21 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor
- Appointed by Camp Director & approved by District Board.
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Monitor central camp area, working with Camp Director and staff
- Set up schedules for night patrol
- Perform light policing duties for campers
- Maintain a good spirit
- Staff shall not discipline campers but shall refer discipline to Camp Director or his designate.
- Staff shall not harass or ridicule campers
- Shall assist in severe weather procedure as directed by Camp Director

## ***Police Presence***

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### **Qualifications:**

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- Member of a local police force
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Monitor central camp area from 1 pm until 1 am, Monday – Friday of camp season, working with Camp Director and staff.
- Perform light policing duties for campers.

## ***recreational Director***

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### **Qualifications:**

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- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Interest in sporting activities
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Work with Camp Director or his appointee in planning a strong active recreational program
- Cooperate with camp staff and follow all lines of authority
- Strive to include all campers through a comprehensive program
- Maintain all equipment and keep properly stored after sessions
- Be prepared each day to start recreation at the proper time
- Be responsible to supervise any assistant recreational staff
- Recreational Director shall be watchful in helping to avoid injury and shall make certain all activities are conducted safely
- Recreational Director shall make certain that no camper is ever harassed, ridiculed, or used for sport

### ***Special Activities Director***

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### **Qualifications:**

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- At least 18 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable, with exception of licensed ministers
- Active in creative youth ministry
- *Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.*

### **Duties:**

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- Work under the Camp Director or his appointee
- Plan and supervise all after service recreational events, games, and entertainment
- Plan events to include all campers who may wish to take part
- Provide a written schedule of planned events to the Camp Director for their approval
- Follow lines of authority, be available to assist as needed
- Follow all camp policies as stated in Policy Handbook
- Ensure that special activities will not be damaging to any camp properties.
- Be watchful in helping to avoid injury or harm of any kind
- Make certain that all activities are conducted safely.
- Make certain that no camper is harassed, ridiculed, or used for sport.
- Promote a good spirit and Christian attitude among staff.

## ***Head Cook***

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### **Qualifications:**

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- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Experienced in cooking for a large group
- Capable of working with staff
- Capable of supervising
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Prepare meals for camp as scheduled
- Work in harmony with Camp Comptroller
- Supervise kitchen and dining room staff
- Prepare special menu needs in cooperation with Camp Comptroller prior to camp
- Work with standard menu, if provided
- Follow up on kitchen cleaning procedures
- Follow all state health regulations and see that kitchen and dining room staff follow these procedures and regulations as well
- Post schedule and menu in visible place in kitchen
- Post health and dress guidelines in kitchen



## ***Camp Nurse / Health Officer***

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### **Qualifications:**

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- At least 21 years of age
- Holy Ghost filled member of UPCI
- Application signed by pastor, when applicable
- Qualified nurse/LPN/EMT
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Provide health service for campers
- Work with Camp Director and staff
- Follow Health Service Policy
- Supervise nursing staff
- Maintain a supply inventory
- Keep records and file a daily treatment report with camp office
- Be on campground at all times
- Shall contact Hancock County Memorial Hospital, Greenfield, Indiana, to prearrange emergency care and/or health consultation
- Camp Nurse shall review camper applications to locate any special medical needs, health problems, or drug requirements
- The Camp Director must ensure a designated emergency vehicle is in the central area of the camp for transportation

## ***Concession Stand Manager / Staff***

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### **Qualifications:**

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- Must be at least 18 years of age
- Must be Holy Ghost filled member of UPCI
- Must have pastor sign application
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Responsible for operating Concession Stand
- Camp Comptroller shall staff Concession Stand per approval of District Board
- Concession Stand staff shall work in cooperation with Camp Comptroller and other food service personnel
- Concession Stand staff shall work in cooperation with Camp Director

## **ICE CREAM STAND STAFF**

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### **Qualifications:**

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- Must be Holy Ghost filled member of UPCI
- Must have pastor sign application
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Manage ice cream stand
- Work in accordance to Camp Directors instructions and camp schedule

## ***Camp Comptroller***

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### **Qualifications:**

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- Camp Comptroller shall be appointed by District Board for a term of two years to run concurrent with District Superintendent. (Ratified by same conference.)
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Shall be responsible for receipt and banking of all camp income (except departmental) into transfer account and surrendered to District Secretary. Payment of bills shall be by voucher.
- Shall oversee all kitchen and concession operations
- Order all supplies for kitchen and concessions
- Shall act as agent for District Board in the matter of cabin property sales and/or transfers from one owner to another. All transactions to be submitted to District Board for final approval.
- Camp Comptroller shall answer directly to District Superintendent.
- District Superintendent shall have authority, by virtue of his office, to make necessary immediate decisions relative to any camp problem / crisis.

## ***Camp Caretaker***

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### **Qualifications:**

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- Must be at least 21 years of age
- Approved and hired by District Board
- If not a licensed minister, must have approval of Pastor
- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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- Shall work in harmony with Camp Director and the District Superintendent who shall be considered his general supervisor
- Shall work in accordance with all District Board directives
- Shall comply with Camp Policy procedures.
- Should be present on Campground during all Camp events
- Shall promote a good attitude among staff / workers and Camp Director, helping to expedite each Camp and the camper area shall receive priority for repairs and upkeep over other areas of the camp property while camps are in session.
- Shall maintain a locked master key box for all major buildings and keyed operations
- Shall maintain water system including sewer, etc. Shall be empowered to contract professional help when deemed necessary or in an emergency situation. When possible shall contact District Superintendent in such said circumstances
- Shall maintain all buildings with regard to mechanical operation (heat, water, electrical, etc.) and also maintain general appearance of buildings. Caretaker shall be free to enlist help or appeal to the District Board for additional cooperation in major projects per District Superintendent
- Shall be responsible to oversee the maintenance of grounds including mowing, painting of fences, posting of signs, etc. May enlist help from the District Board and / or involved churches
- Shall be responsible to maintain in good operation all equipment at Camp, including Kitchen, Pump House, tractors, etc. Shall execute these repairs; however, in cases where necessary may secure professional assistance and / or enlist help from the District Board per District Superintendent
- Caretaker and District Board shall mutually agree upon the compensation package for Caretaker. District Superintendent or his Designee may serve to work out details on any or all agreements prior to being submitted in writing to Board
- Any expenditures over \$500.00 must be approved by District Superintendent or his designate
- Shall monitor all meters on a regular basis
- Help reduce costs and other maintenance expenses
- Job performance shall be reviewed annually by District Superintendent
- Job description shall be reviewed annually by District Superintendent
- Caretaker shall monitor the overall camp appearance and shall be responsible to ask Cabin owners / lessees / lot owners to comply with camp rules when there are clear violations.

## ***Media Engineer***

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### **Qualifications:**

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- Must personally comply with and complete the Camp Worker Screening Policy, Child Abuse Prevention Policy and all other policies contained in this manual.

### **Duties:**

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Be it therefore resolved that the following policy be adopted by the Indiana District Board for the Media Ministry Director:

- Be responsible to the District Superintendent at all times.
- Be present or have an approved designate at all times at all district events to record master of all speaking done at all services.
- All expenses such as mileage, food and motel are paid by the Camp Fund.
- The director shall deposit all money (checks and cash) with the camp comptroller.
- That a petty cash fund of \$500.00 be established to purchase necessary supplies.
- That open charge accounts be established to purchase necessary supplies.
- That no new equipment be purchased without the approval of the District Superintendent.
- That a current list of all tape equipment be maintained at all times.

## **POLICY SECTION**

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### ***Chain Of Command***

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Chain Of command shall be as follows:

- Camp Director has responsibility for daily operations of all camp staff and camp operations while their camp is in session and answers to the onsite District Board Representative.
- District Board onsite representative shall advise and direct the Camp Director when necessary or asked and answers to the District Board.
- District Secretary directs all receipts and disbursement of funds and answers to the District Board.
- The District Superintendent and the District Board direct the overall policy, procedures and direction of the camp property, facilities and activities.

### **FOOD POLICY**

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- Meals should be provided for staff and campers as part of camp registration fee (Three meals per day with exception of Adult Camp)
- Cost of meals for non-staff and non-campers shall be set by the District Board
- Any District Board member, Department Head, and their immediate family members on grounds during any camp shall be considered staff during mealtime.
- Menu shall be according to standard menu provided or an approved menu per Camp Comptroller
- All efforts shall be made to cut costs
- Head Cook shall carefully evaluate food consumption to reduce waste
- Camp Director may issue one-day meal passes to those who are on grounds as volunteers on a given day
- Every attempt shall be made to be cost effective in purchasing food for camp
- Meals shall be served at time designated by individual camp program
- Any special dietary needs shall be given to Head Cook in writing by Camp Director as received by parent or physician. Cook shall then fulfill those needs as stated by Camp Director
- All UPCI missionaries shall eat as guests of the Indiana District

## ***Camp Worker Screening Policy***

---

All prospective camp personnel, including volunteers, (Camp Workers) as specified in the Camp Policy Handbook must comply with and complete the following requirements:

- Must complete a written application in the form prescribed by the Camp Director's Office which form will request personal and background information on the applicant, including, but not limited to, criminal conviction information.
- Must authorize and consent to the completion of background and reference checks as required by the Camp Director's Office and must agree in writing to a liability release in connection therewith in the form prescribed by the Camp Director's Office.
- Must complete an interview/orientation session as required by the Camp Director's Office.
- Must have the recommendation of their Pastor and have been a member in good standing of a church for at least six (6) months or must be a licensed minister in good standing.
- Must agree in writing to abide by the Camp Policy Handbook, the codes of conduct, policies and principles contained therein, and the direction and instruction of camp personnel per the Camp Chain Of Command.

Confidentiality. Information and documentation obtained in connection with the screening of Camp Workers shall be maintained in a confidential manner by the Camp Director's Office.

## ***Child Abuse Prevention Policy***

---

Child abuse or neglect in any form, including physical and sexual abuse, is sinful, unacceptable and will not be tolerated. The following comprise the Child Abuse Prevention Policy of the Campground:

- Any Camp Worker who physically or sexually abuses a camper will be subject to immediate discipline (up to an including dismissal from the Campground) and will be reported to the Department of Child Services/Child Protective Services and/or law enforcement authorities.
- The Camp Director's Office shall encourage the reporting of suspected incidents of abuse or neglect of campers and children on the Campground and during camp activities and will promptly investigate all such complaints in a manner that is discreet, fair and caring and that shows deep concern for any victim of child abuse or neglect.
- The Camp Director's Office shall designate a "Confidential Camp Counselor" to whom any Camper or child participating in Camp activities can go to at any time, without special permission, to discuss any problem he or she may be having.
- For purposes of the Camp Child Abuse Prevention Policy, child abuse or neglect refers to a child who is under the age of 18 and alleged to be a "child in need of services" of a "Victim of Child Abuse or Neglect" as defined by the Indiana Statutes. (Currently set forth in IC 31-34-1-1 through IC 31-34-1-5 and IC 31-34-1-10 through IC-31-34-1-13.)
- All suspected incidents of child abuse or neglect, as encompassed by the terms "Child in Need of Services" and "Victim of Child Abuse or Neglect," are to be immediately reported to the Department of Child Services (DCS)/Child Protective Services (CPS). The DCS/CPS 24 Hour Hotline for reporting child abuse or neglect is: 1-800-800-5556 or via the web at [www.in.gov/laws](http://www.in.gov/laws).
- The Office of Camp Director shall, at the Camp Worker interview/orientation, review, discuss and make available to each Camp Worker material including a copy of the current DCS Protocol pertaining to child abuse and neglect and physical and behavioral indicators of abuse. The purpose of such review, discussion and material is to educate and alert Camp Workers as to what constitutes abuse or neglect for purposes of reporting, to educate Camp Workers as to how to make a good faith report and to whom/what organization such a report should be made and when, and to alert Camp Workers to the signs of abuse and neglect so that recognition and detection of abuse and neglect can occur as early as possible.
- Camp Workers are to immediately report suspected incidents of child abuse or neglect to the Confidential Camp Counselor/Camp Director's Office, which will investigate and, if appropriate, report the incident to the DCS/CPS and/or other proper authorities. Camp Workers are to maintain confidentiality, discretion and sensitivity at all times when dealing with suspected incidents of child abuse or neglect and are not to discuss such matters with any individual outside of the Confidential Camp Counselor/Camp Director's Office or the Camp Chain of Command. The foregoing does not prohibit a Camp Worker from also making an immediate good faith report of suspected child abuse directly to the DCS/CPS and/or other proper authorities.

Further, in order prevent situations in which child abuse or neglect is more likely to occur and to avoid the very appearance of evil; all Camp Workers shall adhere to the following guidelines:

- Not less than two Camp Workers must be present at all times for all organized activities for Campers.



- No private one-on-one contact between a Camp Worker and a Camper is allowed at any time. An exception will be made if the Camp Worker is the parent or guardian of the Camper. Any counseling, prayer or meetings that require a private discussion between a Camp Worker and a Camper must be conducted in the view of other Camp Workers and Campers.
- Camp Workers must respect the privacy of Campers in situations where Campers are changing clothes, using the restroom and taking showers. Camp Workers should intrude on such privacy only to the extent that health and safety require. Camp Workers are to protect their own privacy in similar situations.

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### ***Nondiscrimination Policy***

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The Campground welcomes campers of any race, color, national origin or ethnic origin to the activities generally made available at the Campground and does not discriminate on the basis of race, color, gender, national or ethnic origin in the provision or administration of its programs.

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### ***Sexual Harassment Policy***

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Sexual harassment of camp personnel or campers is sinful, unacceptable and will not be tolerated on the Campground or during Camp activities. The following comprise the Sexual Harassment Policy of the Campground:

- Any Camp Worker engaging or participating in sexual harassment on the Campground or during Camp activities will be subject to immediate discipline (up to and including dismissal from the Campground) and prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.
- The Camp Director's Office shall encourage the reporting of sexual harassment on the Campground or during camp activities and will promptly investigate all such complaints in a manner that is discreet, fair and caring and that shows deep concern for any victim of sexual harassment.
- The Camp Director's Office shall designate a "Confidential Camp Counselor" to whom any individual participating in Camp activities can go to at any time, without special permission, to discuss any problem he or she may be having.
- Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submissions to such conduct is made either explicitly or implicitly a term of condition or an individual's employment or status as a volunteer, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions regarding employment or status as a volunteer affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or their duties or creating an intimidating, hostile or offensive working environment.
- Individuals who feel camp personnel have subjected them to any type of sexual harassment are encouraged and should immediately report any such incident to the Confidential Camp Counselor/Camp Director's Office who will promptly investigate and take appropriate corrective action.
- Individuals are encouraged to report sexual harassment and will not suffer any retaliation for making such a complaint.

## ***Discipline Policy***

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- Discipline shall be handled by Camp Director, who may consult with on site District Presbyter as needed
- No disciplinary action shall be performed by Dorm Supervisor
- No denial of food and/or sleep shall be used as punishment
- No corporal punishment shall be used
- Discipline shall be fair and just and always administered in Christian love and kindness
- No child shall be used for sport or ridicule as a form of punishment

## ***First Aid Policy***

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- A Red Cross First-Aid kit shall be in easy access to central camp area, stored in Nurses Station and/or camp office
- Staff Nurse/LPN/EMT shall direct all first aid when possible

## ***Nurse/LPN/EMT Reporting Policy***

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- Health Officer's Report must be submitted daily to Camp Comptroller
- Infirmary needs based on 20 campers must be in supply at all times

## ***Accident Reporting Policy***

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- The Accident Report form must be filled out in case of accident

## ***Health Service Policy***

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- An RN/LPN/EMT shall be on staff as the Health Officer
- On-call health care consultation shall be arranged through Hancock County Memorial Hospital, Greenfield, Indiana
- Emergency care shall be arranged with Hancock County Memorial Hospital, Greenfield, Indiana.
- First Aid supplies for at least 20 persons shall be in supply
- Stored prescription drugs shall be locked in cabinet
- Administration of prescription drugs shall be according to prescribed methods per the order of parent or physician of camper
- All staff is to be instructed to watch for any health problems that may appear
- Parents or legal guardians shall be promptly notified of any health problems

## ***Trash And Garbage Policy***

---

- All grounds shall be policed each day during camp weeks:
- All trash cans emptied at least once each day or as needed
- All trash and garbage shall be placed in the proper receptacles
- Private cabin lessees shall deliver trash to disposal areas
- Trash containers shall be emptied as needed by professional haulers
- Any large appliances and/or building material scrap shall be disposed of at the expense of the cabin lessees and shall be done so as soon as possible. No such material shall be placed in or near the trash containers
- All garbage and trash should first be placed in plastic bags before being brought to the trash containers
- No private dumping allowed anywhere on camp property
- No burning allowed with the exception of tree and shrub pruning debris, which may be burned only with permission of caretaker and in designated areas.

## ***Severe Weather Policy***

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***Each Camp Director shall instruct the campers of the Weather Alert Policy procedures at the beginning of each camp.***

- Policy and evacuation routes must be posted in each dorm near the main entrance
- In case of severe weather, seek an official weather report.
- Maintain a weather alert radio with fresh batteries in Conqueror Hall office area during all camp sessions.
- Monitor weather band at all times during threatening weather
- Sound a warning for bad weather or tornado
- Once a tornado warning has been sounded, or Camp Director feels the weather to be threatening, he shall:
  - Sound an alarm distinct from any other such alarms, bells, sirens, whistles, etc.
  - All Dorm Supervisors shall gather their campers together at once.
  - Direct all campers and staff to proceed to the Tabernacle
  - Direct all campers and staff to assemble in designated area.
    - Suggested first safe area is the restrooms of the Dorms
    - Second option is the auditorium, in the corners of the building.
  - Camp Director should do a number check, at once by dorm.
  - Appoint a search team to seek any missing campers or staff at once
  - Direct everyone to remain in position until storm passes
  - Sound an All Clear to let everyone know the danger has passed

## ***Sale or Transfer of Camp Property***

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Individuals interested in buying or selling a cabin or lot at the Indiana District Campground shall observe the following procedure:

- Write a letter to Camp Comptroller requesting the necessary paper work for transfer of property.
- Fill out form and return to Camp Comptroller accompanied with a letter from the purchaser's pastor stating that they are in good standing.
- The Camp Comptroller completes necessary information on the property transfer and sends to District Board for approval.
- The District Board approves or disapproves transfer and returns form to Camp Comptroller.
- Camp Comptroller writes contract and gives to purchaser.

## ***Camp Forms***

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***Accident Or Illness Report    Revised: 2006***

Name Of Injured:			Name Of Policy Provider:		
Address of Insured:			Facility Address:		
City:	State:	Zip:	City:	State:	Zip:
Name Of Witness:		Address: (Street, City, State, Zip)		Phone:	
Name Of Witness:		Address: (Street, City, State, Zip)		Phone:	
Date:				Location:	
Describe accident of Illness:					
Describe the circumstances surrounding the accident. What was the central cause of the injury?					
What First Aid Action was used?					
When was this done:			Who Provided aid?		
Injury or Illness as described by Physician:			Name Of Diagnosing Physician:		
			Physician's Phone Number:		
Were there Handicaps, past problems					
If yes, please explain:					
If fatality, what was the cause of death?					
			Was Autopsy performed?		
After investigation, are there any steps you would recommend to minimize a reoccurrence of the situation?					
Signature of Reporting Nurse/LPN/EMT:			Signature of Camp Official:		
Title:	Date:	Title:	Date:		

## ***Camp Inspection Checklist***

Each Camp Director and Assistant Camp Director shall conduct a Camp Inspection after each camp.

Δ 8-9 Camp      Δ 10-11      Camp      Δ 12-14      Δ 15-18      Δ Hyphen

### **Dorms:**

<b>Item:</b>	<b>Location:</b>	<b>Damage:</b>
<i>Screens/Windows</i>		
<i>Walls</i>		
<i>Beds/Mattresses</i>		
<i>Shower/Curtains/Toilets</i>		
<i>Lighting</i>		
<i>Racks/Closet Poles</i>		
<i>Other</i>		

### **Tabernacle:**

<b>Item:</b>	<b>Location:</b>	<b>Damage:</b>
<i>General Inspection</i>		



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*General Inspection*

## ***Final Area Cleaning Checklist***

Area	Beds	Trash	Floor	Toilets	Shower	Bathroom Floor	Grounds
<b>Girls</b>							
<i>Dorm 1</i>							
<i>Dorm 2</i>							
<i>Dorm 3</i>							
<i>Dorm 4</i>							
<i>Dorm 5</i>							
<i>Dorm 6</i>							
<b>Boys</b>							
<i>Dorm 7</i>							
<i>Dorm 8</i>							
<i>Dorm 9</i>							
<i>Dorm 10</i>							
<i>Dorm 11</i>							
<i>Dorm 12</i>							
Basketball							
Softball							
Volleyball							
Ice Cream							

## ***Golf Cart Authorization***



### **Indiana District UPCI Indiana Camp golf cart policy**

#### **THE RULES**

##### **Violations:**

To better your golf cart experience at camp, there are some rules you must comply with. The district camp golf cart policy is in our District manual.

Golf cart renters are required to leave a credit card on file with the camp office as a deposit in case of the following violations:

- A minor under the age of 16 driving the cart without a valid license - \$10.00
- Headlight or tail light damage - \$20.00
- More than the maximum number of people on the cart – (max 4 in carts w/ 2 seats -\$10.00)
- Negligent driving – determined by the security officer on duty - \$10.00
- Not following posted traffic direction signage - \$10.00
- Driving carts on public streets or roads - \$10.00
- Towing carts, bicycles, or any other object - \$10.00
- Driving while holding an infant or child in your lap - \$10.00
- Driving your cart without a muffler or a defective muffler - \$10.00
- Parking in non-designated areas - \$10.00

##### **Damages:**

Furthermore, as with any personal property, care must be taken. All golf cart drivers and drivers of all off-road and motorized vehicles bear responsibility for **every/and any** damage to camp-owned carts and any **personal property damaged using camp-owned carts**. The above-listed drivers/owners must leave a Liability and Violation deposit to operate on the campgrounds. Indiana UPC Camp will hold deposits by camp-authorized personnel. **Indiana District UPCI is authorized to make any charge against the liability and violation deposit for damages. In case of loss or theft of district-owned golf carts, the renter is responsible for the total replacement cost.** In case of damage to district-owned carts, the renter will pay for the damages at the prevailing retail price of parts, small materials, and labor at the rate of \$25.00 per hour. In addition, the renter will pay for any lost rentals while the car is lost or damaged.

In addition to the above, district-owned cart renter will be charged as follows in case of loss and/or damage: (List serves as an example of most common damages. Damages are not limited to the following):

- Cart key lost/stolen or damaged - \$20.00
- Security lock lost/stolen or damaged - \$20.00
- Canopy top damaged - \$500.00
- Seat bottom lost/stolen or damaged - \$200.00
- Seat back lost/stolen or damaged - \$50.00 ea.
- Headlight lost/stolen or damaged - \$45.00
- Tail light lost/stolen or damaged - \$65.00

Altered motor - \$50.00  
Bezel lost/stolen or damaged - \$20.00  
Footrest damaged - \$150.00  
Windshield damage - \$200.00  
Tires/wheel lost/stolen or damaged - \$65.00  
Cart stickers lost/stolen or damaged - \$60.00



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## ***Golf Cart Authorization***

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I, \_\_\_\_\_, an adult camper at the Indiana District Campground at Ingalls, Indiana, for the dates of \_\_\_\_\_  
To \_\_\_\_\_ hereby request permission to operate a golf cart on the  
campground during the above dates. The golf cart I will be operating is described as follows:  
\_\_\_\_\_, Serial No \_\_\_\_\_.

I now state that I will not permit a person under sixteen (16) years of age to operate said golf cart while on the Indiana District Campground.

I now state that I have insurance coverage concerning said golf cart for damage to the cart itself and for liability to third parties for any property damage and/or personal injury arising from the operation of the said golf cart. That said, insurance is with the following insurance company:  
\_\_\_\_\_.

I further state that I will hold harmless Indiana District Campground, its officers, and its employees for damages and injuries occasioned by improper or negligent use of my above-described golf cart whether the injury or loss is due to my actions, the actions of a family member, the actions of a third-party operating said golf cart or the actions of an officer or employee of the campground.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Card #

\_\_\_\_\_  
Exp. date                      zip code                      ccv #

\_\_\_\_\_  
Signature

Authorization for the operation of the above-described golf cart on the dates specified is now approved.

Indiana District Campground

By: \_\_\_\_\_

Please sign and return To Campground Office before using a cart on the campground!

## **CAMP POLICY**

Inasmuch as the Indiana District Campground of the United Pentecostal Church is the center of activity in our entire District and involves the several departments of our fellowship, the Indiana District Board felt of necessity to form a Camp Policy, stating certain rules and regulations to govern the operations of a campground that is of great magnitude in business operation and spiritual standards to our organization; we now therefore institute the following policy:

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### **Section 1 Supervision**

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Throughout all camps there shall be at least one District Board member and the department head or secretary of each respective camp on the grounds at all times to assist in all camp problems. We encourage all campers not to take minor problems to our District Superintendent and further respect his privacy and his time so that he may give his attention to the greater problems of the district.

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### **Section 2 Maintenance**

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1. The water and sewage facilities are complex systems and only an authorized person designated by the District Board shall maintain and repair the central systems. (Cottage owners are responsible for repair and up-keep of water and sewage from their respective cottages.) Water to cottages shall be turned on and off by the camp caretaker or a responsible person authorized by the District Board.
2. Each department shall be responsible for the cleanliness of campgrounds during their respective camp. Damage to cottages, dormitories, or any other camp facility caused by excessive abuse on the part of any camper or campers which results in excessive repairs; cost of said repairs shall be assessed to the respective department, which may be passed on to the parents of children involved. It is suggested that each department delegate the following responsibilities to their board members:
  - A. There shall be planned clean up for all buildings each day; grounds, dormitories, and restrooms.
  - B. The auditorium must be cleaned each day.
  - C. Restrooms must be cleaned each day and paper supplies kept in the proper receptacles.
  - D. There must be a final clean-up of each respective camp which will be followed by an inspection by members of the District Board.
3. The use and maintenance of recreation equipment and grounds used for recreation shall be supervised by one person appointed by each department board for their respective camp. There shall be an Inventory at the beginning and close of each camp by the department in charge.
4. Furniture, materials and equipment shall not be moved from their respective buildings except by permission of the camp director or District Board. No mattress shall be removed from dormitory beds. Positively no stacking of mattresses.

### **Section 3. Personnel.**

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All camp plans by department heads shall be submitted to the District Board for approval together with the name, address, age, pastor's name and home church of all camp personnel to be used for respective camps prior to the camps they shall serve. Approval of the respective pastors shall be required for all personnel used in the camps. The District Board must sanction any free meals and/or rooms that are to be provided for those having official responsibilities designated by the departments of their respective camps. Not more than one child per worker will be considered for free meals without express permission of the District Board. All camp personnel must be members in good standing with one of our United Pentecostal Churches. Names of all proposed speakers and teachers for each camp shall be submitted by the respective departments to be passed upon by the District Board prior to contacting them. It is suggested that the speakers and teachers be provided room and meals on the campground if possible.

1. Ushers

Must be passed upon by the department heads for their responsible positions and will be provided only with dormitory privileges. All camper rules shall apply.

2. Cafeteria Personnel

All cafeteria personnel shall serve under the direction of the cafeteria supervisor. All cafeteria personnel must wear a badge for Identification to receive proper consideration for free meals. All camp rules shall apply to cafeteria personnel. Minimum age of 16 years is required and adult supervision will be maintained in dormitories or cottages where non-adults are housed.

3. Concession Stand

Concession stand managers shall be appointed by the District Board and shall be separate from the kitchen supervisor. The concession stand shall be completely closed during all services. Only authorized personnel shall be allowed in concession stand. Children are not permitted. Minimum age is 16 and supervision will be maintained in dormitories or cottages where non-adults are housed. All camp rules apply to concession stand personnel.

4. Health/Hygiene

Rules of health and hygiene apply to all personnel working in cafeteria and concession stand (State Board of Health required.) Cafeteria supervisor shall provide information and requirements as to the Board of Health requirements. Only authorized personnel shall be allowed in kitchen and traffic serving area. It is to be here stated that we must have a total campground cleanliness: to maintain a respect of cleanliness is next to godliness.

### **Section 4. Finances.**

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Whereas the final responsibility of all financial obligations rest upon the Indiana District Board, we feel it therefore necessary to enforce the following plan:

1. Financial Report

- A. Each department is to submit through their Secretary-Treasurer an itemized report sheet, furnished by the District, as complete as possible to the District Board for their

- approval, together with a prearranged plan for offerings received through each camp with a completed record at the close of each respective camp.
- B. Offerings and gifts must be by knowledge of the District board. (This helps avoid duplication and misunderstanding.)
  - C. All offerings shall be received and counted by the secretary-treasurer and one other designated responsible person as required by the Bonding Insurance Company, and prepared for daily bank deposit, and shall furnish the District Board with a form stating amount and signed by both parties.
2. Tuition
- A. The District Board establishes the tuition for each camp.
  - B. All camp registration monies, offerings, concession stand and ice cream stand monies will be deposited into a camp operating account at Fortville, IN. Designated the Indiana District Camp ministries.
  - C. All camp and Department expenses pertaining to camp be paid from this fund by the District Secretary-Treasurer.
3. Disbursement
- A. All items purchased in the Fortville area shall be by written requisition.
  - B. All major purchases shall be through the office of the District Camp Secretary-Treasurer. It shall be required that all disbursements be made by check.

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## **Section 5 Camper**

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- 1. A camper shall be any person who is single, having never been married, and having never been the father or the mother of a child, and who is in the age group of the camp in session and who is duly registered as a camper..
  - A. Rules for campers are as follows:
    - (1) All campers must have recommendations of the United Pentecostal Church pastor of their city to attend.
- 2. All campers shall be required to attend all class sessions, music, services and no loitering outside the tabernacle during evening services.
- 3. Campers are not to stay in cottages without an adult supervisor officially approved by the department in charge. Campers are not to be present at any time in a cottage where members of the opposite sex are present or reside. When a visitation shall exist, the camper or campers shall be dealt with by the District Board and may be banned from the camp for whatever times the board shall determine. The respective pastors shall also be notified of such actions.
- 4. Campers shall be required to eat their meals in the cafeteria at the approved time.
- 5. Campers who drive shall turn their keys in to department heads at the beginning of camp and may only leave by permission of the department head or member of the district board.

6. No camper shall be permitted in any area of the campgrounds beyond the boundary established by the district board.
7. We disapprove and will not allow shorts, split skirts or slacks on the campgrounds.
8. Girls registered at any youth camp must have all dresses decent and below the knees. Dresses and blouses must have sleeves. We disapprove of girls cut, trimmed or unkempt hair and ask all Holy Ghost filled campers to respect this standard and set forth an example for all to follow. The use of lipstick, makeup, or jewelry shall not be permitted. Shirts or sweaters with suggestive writing or pictures will not be allowed.
9. All boys must have decent haircuts. No tight fitting trousers shall be permitted. Boys must wear shirts (no tee shirts) or sweaters. No shirt or sweater with suggestive writing or pictures will be allowed. No jewelry, mustaches or beards will be allowed on boys.
10. Recreational activities involving both boys and girls shall only be allowed by permission of officials of the camp in session. The District Board must approve all off-campus activity.
11. No person shall be allowed to participate in sports activities that are not directly involved in the respective camp in session.
12. Because of a world reflecting wrong example, the Indiana District Board strongly suggests that all ministers and their wives and lay people set forth an example of modesty in dress and presentation of holiness in example.

## **Section 6. Non-Campers.**

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Any person not registered for the camp in session and not within the age group of the respective camp shall be considered non-campers. Due to the many problems caused by non-registered individuals, the following guidelines have become necessary:

1. Non-campers (unregistered individuals) shall not be allowed in campers' area while it is being used for camper activity, except during evening services and at meals with permission of District Board or department head.
2. All non-campers shall pay for their meals in the cafeteria except where special consideration is granted by officials in charge of said camp in session.
3. All personnel are required to pay for anything received at the concession stand. The District Board only permits exceptions.
4. All non-campers who are not staying on the campground shall be expected to leave the grounds by the time determined by the officials in charge.
5. All non-campers staying on the grounds shall leave the camp area according to the same rule. Non-campers shall not engage in activity after hours that disturb other visitors. All cottage owners should be aware of the above rules and their responsibility to cooperate and assist in the enforcement of the same.
6. No unmarried individual under the age of twenty-one is allowed to stay in a cabin, trailer or tent without adult supervision, and the adult must be at least twenty-one years of age.



7. Anyone under the age of eighteen must register as a camper or be under the supervision of a parent or legal guardian, and guardianship other than a parent/grandparent must be documented with the camp director.
8. A yearly reminder of this rule should be sent from the camp comptroller to all cabin and/or lot owners with the annual assessment.

Enforcement of this rule will fall under the authority already established through the camp policy.

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### **Section 7. Cottage Ownership.**

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Any business transacted as to cottage sales, trade or disposition, shall be conducted according to the requirements set forth in the sales contract. Cottages and landscaping shall be kept neat and in good repair as per contract. All cottage owners are to assist in conservation of water supply and make arrangements to winterize cottage each fall of the year. Water, sewage and insurance assessments will be renewed on an annual basis.

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### **Section 8. Music Department.**

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The music director must understand the camp choir is basically for registered campers. Non-registered campers shall not be allowed to participate in music without the express permission of the District board. Any assistance by persons who are not registered campers shall be under the same disciplinary rules as are registered campers. The music director and assistants shall be under the authority of the department head and the District Board.

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### **Section 9. Other Personnel.**

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Any persons involved in any capacity not already specified shall be under the same general rules as specified for all personnel.

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### **Section 10.**

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We strongly admonish everyone who attends camp to be inside the tabernacle and not to be loitering outside during services.

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### **Section 11.**

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The following statement shall be on all camper's registration forms:

I, (Pastor's name)\_\_\_\_, as pastor of (Camper's name)\_\_\_\_. have advised this applicant of all camp rules and their obligation to abide by them, and I hereby pledge to uphold the camp in all the camp policy.

## ARTICLE XVII

### INDIANA DISTRICT NOT FOR PROFIT STATEMENT – 501(C)(3)

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This corporation is organized exclusively for the charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions. In furtherance of the purposes set forth in the preceding paragraph here of. No substantial part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation. And the corporation shall not participate in or intervene in (including the publishing or distribution of public office). Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of Internal Revenue Code or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any further federal tax code.

Upon the dissolution of the corporation, assets shall be distributed from one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes, or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

