

**Tate's Day Camp**  
 9215 Bob Gray Road  
 Knoxville, TN 37923  
 (865) 690-9208  
 www.tatescamp.com



**Tate's Day Camp**  
 The Essence – Of Excellence

COUNSELOR-IN-TRAINING PROGRAM 2017

## Challenge, Experience, Achievement!

### Session Dates

**Session 1**  
**June 5 - June 23**  
**\$830**

**Session 2**  
**June 26 - July 14**  
**\$830**

**Session 3**  
**July 17 - Aug 4**  
**\$830**

CIT's may pick and choose among any or all of the sessions but must be available to attend all three consecutive weeks of the sessions in which they enroll.



Friends are important, personal expression is critical, and gaining new knowledge is essential. Welcome to the Tate's Day Camp CIT Program. This leadership-based training program is designed for today's high school students who seek challenging opportunities through hands-on experiences that can immediately be applied to "real life" situations.

CIT's must be open minded, mature, and continually strive for excellence. Although this program may not be for everyone, if you are searching for a summer position where you can be part of a dynamic team, make new friends, and gain leadership experience then this may be the right place for you, and we invite you to apply to be a Tate's Day Camp CIT.

## To qualify as a CIT you must:

- Be entering 9th or 10th grade
- Have a genuine desire to work with children in an outdoor camp environment
- Demonstrate teamwork and a willingness to work with others
- Desire personal growth and development
- Be willing to be supervised and coached
- Follow all CIT personnel policies and the job description

## Why join the CIT program?



The primary goal of the CIT program is to provide valuable training and experiences to assist you in preparing for real-life challenges and future working environments. Topics and skills may include:

- Communication
- Time Management
- Childcare
- Peer Coping Strategies
- Problem Solving
- Enhanced Creativity
- Job Interviewing Tips
- Leadership Techniques

workshops, and team building exercises. There are also opportunities to participate in a variety of fun camp activities including:

- Swimming
- 100 Yard Zip Line
- Climbing Tower
- Tree Climbing
- Low Ropes
- Sports
- Group Challenges

Although this program is filled with "education," rest assured, this is not school and we pack plenty of adventure, action, and fun into the CIT curriculum.

**CITs participating in Low Ropes and Group Initiatives**

Topics are covered through hands-on opportunities,





Tree Climbing



Climbing Tower

## Greatest CIT Benefits?

*"I think there's a special kind of magic that happens when you can learn some of the greatest life lessons and have fun doing it. This is what it's like to be at Tate's. Now multiply that magic by ten and that's what it's like to be a CIT."*

**- Mickayla Stogsdill**  
Former CIT, 2013-2016  
Staff Member and  
Child vs Wild Tribal  
Leader



# Expectations

Although CIT's pay tuition to attend the program, we are very selective about our CIT candidates and expect them to comply with both camper and staff guidelines. Just like our Tate's Staff members, CIT's must be excellent role models for our campers, have a genuine desire to work with children, and maintain a positive attitude.

Before applying please review the CIT personnel policies and job description. All of our CIT's must go through an interview process similar to what we use when hiring our camp staff. This not only helps us to choose the best and most qualified candidates, it also represents the first step in our "leadership" program by simulating what you may expect when applying for a future job.

You will get out of this experience what you put into it! If you are willing to work hard and play hard and you want a fun summer with the opportunity to learn while standing shoulder-to-shoulder with some of our incredible camp counselors, then this is the place for you. Please understand that this is not just another year at camp as a "camper." You will find yourself initiating games as opposed to just playing them and full participation is expected.



# How to Apply

Steps:

1. Complete a CIT Application (completed by the candidate).
2. Attach a written essay of approximately 100 words about why you want to be a CIT and what you hope to gain from the program (completed by the candidate).
3. Attach at least one letter of recommendation from someone other than a relative. Teachers, coaches, youth leaders, instructors, or ministers are great sources for references.
4. Include a parental registration form (completed by the parent or guardian).

When complete, submit all of the above materials to our office. We will review your application, essay, and reference and then contact you to schedule a convenient time for your interview.

The interview may take on various forms. It may be a one-on-one interview with our CIT director, or it may be a group interview which includes participating in camp and group activities with other CIT candidates.

We realize that many CIT candidates may not have much interview experience, and that's OK. Our interviewers are looking for specific traits that are needed to succeed in the CIT program. These traits include a clean/tidy appearance, positive attitude, and a desire to learn and grow.

In the interview we will discuss your school, extracurricular activities, friends, and what you are searching for in a CIT position. There will also be time for you to ask questions and learn more about Tate's.

Following the interview, we will notify you within a week as to whether or not you have been accepted to the program.



# CIT Personnel Policies

Although on the surface, these policies may appear to be the dry, boring, and business-part of the program, they are created to help preserve quality and assure that we are all working toward the same goals and expectations. Each policy is written to help maintain the integrity, safety, and welfare of our CITs, campers, parents, staff, and our camp business. During the CIT orientation and throughout the CIT Training Manual, we often “go behind the scenes” to discuss the purpose of some of these policies. We value and encourage individual expression, but we also have specific guidelines regarding dress, hairstyles, body piercing, language, and attitude. Please don’t hesitate to speak with a director prior to applying for the program if you have any questions or wish further clarification of any of these policies.

1. **Time off:** CITs should attend all days of camp during the sessions in which they are registered. If a CIT must miss a day, then it is the CIT’s responsibility to notify the CIT director. Excessive absences or sick days will result in the CIT not receiving a certificate of completion at the end of a session. If a CIT must miss more than two or three days during a single session, then they should not enroll for that particular session. If situations involve special circumstances, please discuss these with the CIT director prior to interviewing for the program.
2. **Punctuality:** To avoid disruptions, CITs should arrive no later than 8:30 AM each day. If needing to arrive late, please notify the CIT director so that alternate arrangements can be made to cover your responsibilities.
3. Although CITs must interview and be accepted into the program, they are legally considered 9th and 10th grade campers who are expected to adhere to both camper and staff policies. CITs are not employees or volunteers of the camp and are not covered by worker’s compensation or other types of employee insurance coverage.
4. No personal phone calls should be made during camp hours without the permission of the CIT director. (See use of phone in the handbook.)
5. Upon arrival CITs should not leave the camp grounds during the course of the day without obtaining parent and director permission.
6. **Dress code:** the following items should be worn daily as part of the Tate’s Day Camp CIT uniform: khaki shorts, CIT T-shirt, tennis shoes or other appropriate closed-toe shoes, socks, nametag. Other appropriate optional items include: a sweatshirt or wind breaker on chilly mornings, ponchos, one piece bathing suits for females / tasteful swim trunks for males, hats and sunglasses. (CITs should wear appropriate length, hemmed khaki shorts, not long pants or cut-offs.)
7. **Body Piercing:** Females may wear up to two small earrings in each lower ear lobe. For safety, no dangling earrings including hoops. No other visible body piercing is allowed including tongue rings, nose, eyebrow, etc. Males may not display any visible type of body piercing. Inappropriate tattoos (including but not limited to references of death, drugs, sex, or violence) may not be displayed at camp.
8. **Hairstyles:** All hair must be kept neatly groomed, clean and out of the face. Males should keep hair trimmed above the collar and maintain a clean-cut look. Males with facial hair must shave daily or keep mustaches and/or beards neatly trimmed.
9. **Standards of Conduct:** The following conduct is prohibited and may lead to immediate dismissal from the program:
  - a. Harming a child, a fellow CIT, or a staff member including but not limited to corporal punishment, sexual harassment, violence, or child physical, emotional, or sexual abuse.
  - b. Drinking, taking, or possessing alcohol or illegal drugs. Smoking at camp.
  - c. Illegal activity including but not limited to underage drinking, underage smoking, illegal drug use, or contributing to underage drinking, smoking, or drug use.
  - d. Cursing, threatening, intimidating, bullying, or gossiping about a child, parent, fellow CIT or staff member.
  - e. Behaving in a reckless manner or fighting
  - f. Unsatisfactory performance or poor attitude.
  - g. Removing or borrowing camp property without prior permission.
  - h. Abuse of camp property.
  - i. Engaging in criminal conduct whether or not related to job performance.
  - j. Insubordination, including but not limited to failure or refusal to carry out the instructions of a supervisor or director.
  - k. **Posting inappropriate personal information, blogs, messages, and/or photos in public places including online areas such as Facebook or other social media sites. Personal websites are acceptable as long as they do not detract from your image as a positive role model for children.**
  - l. Other types of conduct injurious to security, personal safety, employee welfare and the camp’s operation may also be prohibited and may lead to dismissal. There are no tuition refunds for being dismissed from the program.
10. Maintaining your health is required. We ask that CITs get adequate sleep, eat properly, and stay physically fit. Working with children in a camp setting is extremely demanding, and our campers deserve you at your best.
11. **Confidentiality:** Each CIT and staff member is responsible for safeguarding confidential information that may be obtained in connection with his or her responsibilities.
12. CITs should not bring personal equipment from home unless checking with a director first. (i.e. Water balloon rocket launchers, sports equipment, electronics etc.) Tate’s Day Camp is not responsible for the loss, theft, or damage of such items.

# CIT Job Description

## Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to lead an activity
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control
- Entering 9<sup>th</sup> or 10<sup>th</sup> grade
- Desire for personal growth and a willingness to be a role model to campers

## Responsible To

CIT Director / Camp Directors / Counselors

## Camp Goals

Meet and exemplify the specific responsibilities of Tate's Day Camp, reflecting the goals of the camp and camper. (Found in the CIT Handbook)

## General Responsibility

To actively work with Discovery Campers (children between the ages of 3-6) and counselors.

## Specific Responsibilities

1. Learn the likes/dislikes of each participant.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers, CITs, and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Help all campers develop confidence in themselves and their abilities while nurturing social development.

## General Responsibility

To carry out camp programs.

## Specific Responsibilities

1. Assist in guiding groups in participating successfully in all aspects of camp activities.
2. Assist in supervising camper health and safety.
3. Assist in supervising all aspects of the campers' day.
4. Help campers plan their participation in special events and activities.
5. Teach and lead activities with unit groups as assigned.

## General Responsibility

To fulfill other camp roles.

## Specific Responsibilities

1. Set a good example for campers and others including cleanliness, punctuality, sportsmanship, and dress.
2. Encourage respect for personal property, camp equipment, and facilities.
3. Submit plans on time.
4. Inform the CIT Director of any camper and/or staff problems relevant to the CIT program.
5. Actively participate and complete all work from CIT workshops and training meetings.
6. These are not the only duties to be performed. Some duties may be assigned or reassigned as required.



## Life after the CIT Program

*Does completing the CIT program guarantee future employment at Tate's Day Camp?*

No. The individual staff members at Tate's Day Camp are primarily college-age and older. The interview process is extremely competitive and based on maturity, skills, and life experiences. ACA camp accreditation actually requires that a high percentage of staff members be at least 18 years of age or older.

*Does completing the CIT program help in any way in the hiring process at Tate's Day Camp?*

Absolutely. Although CITs may not be hired straight out of the program, being a CIT provides a behind the scenes look at being a camp counselor. Participating as a CIT is an excellent way to gain experience and knowledge. Many of our former CITs have become legendary camp counselors at Tate's Day Camp.



# Tate's Day Camp

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## 2017 CIT Reapplication (To be completed by the CIT candidate)

**Please Print Clearly**

Date \_\_\_\_\_

Name \_\_\_\_\_ Soc. Security # (not required for CIT app.)

Home Phone \_\_\_\_\_ Cell Phone (if available) \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address (if available) \_\_\_\_\_

Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

Parent(s) or Guardian(s) \_\_\_\_\_

<p>Mark the sessions in which you are applying:</p> <p><input type="radio"/> Session 1 CIT (June 5 – June 23)</p> <p><input type="radio"/> Session 2 CIT (June 26-July 14)</p> <p><input type="radio"/> Session 3 CIT (July 17- Aug. 4)</p>
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Have you ever been suspended or expelled from school? (If yes, explain fully on an additional sheet.)

\_\_\_\_yes      \_\_\_\_no

What other activities will you be involved in this summer?

\_\_\_\_\_

### Education

School \_\_\_\_\_ Grade (Fall of 2017) \_\_\_\_\_

### Previous Experiences

Why do you want to attend the CIT program for a 2<sup>nd</sup> year? \_\_\_\_\_

\_\_\_\_\_

What are some of your strongest leadership skills?

\_\_\_\_\_

\_\_\_\_\_

What are some areas in which you believe you can improve?

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What did you enjoy most about your previous summer in the CIT program?

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What would you like to change about the CIT program?

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What can you contribute to the CIT program that we could not get from anyone else?

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Please list at least three camp related goals for yourself for the summer of 2017:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

List any training, experiences, extracurricular activities, honors, and certifications such as First Aid, CPR, Lifeguarding, WSI, etc.: (Submit a photocopy of any certifications)

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**You are welcome to use the back or attach a separate sheet with any additional notes and comments.**

I understand that any untrue, misleading, or omitted information herein may result in denial of privileges and / or dismissal from the Counselor-In-Training Program. I understand that while at Tate's Day Camp, I must follow both camper policies and staff policies. I also understand that by completing the Counselor-In-Training Program, I am in no way guaranteed a job with Tate's Day Camp in the future. (Tate's Day Camp generally seeks qualified staff that are 18 years of age or older and have graduated from High School.)

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Counselor-In-Training Registration Information

Dear Parents,

It is a pleasure to invite your teen to apply to become a member of our Counselor-In-Training (CIT) program. This leadership program is designed to give teens entering the 9<sup>th</sup> or 10<sup>th</sup> grade the experience to work, learn, and play in a camp setting.

During each three-week session, CITs will receive valuable training and experiences in Communication, Time Management, Creativity, Job Interviewing Tips, and Leadership Techniques. This is accomplished through hands-on training by working with one of our Discovery Camp groups each morning. (Discovery Campers are between the ages of 3 through 6.) The afternoons will be spent learning and playing through workshops, meetings, team-building activities, and games.

Group counselors and the CIT director will mentor each CIT in the specifics of working with children, planning activities, assuming leadership responsibilities, and having a good time.

Please review the CIT personnel policies and job description prior to applying.

### How to Register:

1. Complete the enclosed forms (one per applicant). Please note that there is a form to be completed by the parent and a form to be completed by the CIT candidate. The CIT candidate must also write an essay, acquire a written reference, and participate in an interview in order to be eligible for the program. (Returning CITs do not have to write an essay or acquire a reference.)
2. Indicate the sessions for which you are applying.

◆ Session 1 CIT (June 5 - June 23)	\$830
◆ Session 2 CIT (June 26 - July 14)	\$830
◆ Session 3 CIT (July 17 - Aug 4)	\$830
3. **Attach a check for the registration deposit of \$150.00 for each session in which the candidate is applying. This fee is nonrefundable and is applied toward CIT tuition.** A refund will be issued if the CIT is not accepted into the program; however, no deposits will be refunded if the CIT is accepted into the program and chooses not to attend.
4. Return the registration form, deposit, and all materials that must be completed or gathered by the CIT candidate.

(Continued on Back)

### **Final Payment Schedule and Refund Policy:**

1. All CIT tuition must be paid at least three weeks in advance of the session in which the CIT is enrolled. No CITs may attend camp until tuition is paid in full.
2. The **\$150** deposit fee will not be refunded if a CIT drops a session. This fee is applied toward the course tuition.

### **Camper-Parent Handbook / Health Form:**

Upon acceptance, a confirmation of your sessions and a Camper/Parent Handbook will be emailed to you. Both parents and CITs should read this handbook before attending camp.

A Camp Health form will also be emailed and must be returned at least three weeks prior to camp beginning.

### **Daily Camp Hours:**

1. Structured camp activities are from 8:30 a.m. to 4:00 p.m.
2. Drop-off is between 7:30 a.m. to 8:30 a.m.
3. Pick-up is between 4:00 p.m. to 6:00 p.m.

### **Lunch Service:**

Tate's Day Camp will offer an optional lunch service program. A menu and prices will be emailed to all registered camp families prior to camp beginning. You must return a lunch card and lunch fees at least a week in advance to sign up for the lunch program. CITs not using the lunch program will need to bring lunch with them each day.

### **Financial Assistance:**

Tate's Day Camp does offer some scholarships and partial financial assistance. The candidate must be a good student, a mature member of our community, and have the desire to gain leadership experience. Consideration is given to families with a modest annual household income. For more information please contact the camp office. Requests and awards are confidential.

### **CIT Tuition:**

**Total per 3 week session = \$830**

**\$150** deposit must be included with application.

Balance due at least three weeks prior to the session is **\$680**.

CIT Tuition includes 2 CIT shirts, 1 T-shirt Tuesday shirt, nametag and Training Materials. Additional shirts may be purchased for \$10.00 each.





# Tate's Day Camp CIT Registration 2017

9215 Bob Gray Road \* Knoxville, TN 37923 \* (865) 690-9208

## FAMILY PROFILE (This form should be completed by a parent/guardian.)

Last Name of Camper \_\_\_\_\_ First Name of Camper \_\_\_\_\_

Home Address of Camper \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Primary Family Email Address \_\_\_\_\_

In continuing efforts to "Go Green," most camp correspondence including confirmation materials and invoices will be sent electronically.

Check here if you prefer "paper" copies.

**MOTHER/GUARDIAN**  
(circle one: Mrs., Ms., Dr.)

Mother's First Name \_\_\_\_\_

Mother's Last Name \_\_\_\_\_

Place of Business \_\_\_\_\_

Business Phone \_\_\_\_\_

Cellular/Other \_\_\_\_\_

Home Address if different than above:  
Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone if different than above \_\_\_\_\_

Mother's Email: \_\_\_\_\_

**FATHER/GUARDIAN**  
(circle one: Mr., Dr.)

Father's First Name \_\_\_\_\_

Father's Last Name \_\_\_\_\_

Place of Business \_\_\_\_\_

Business Phone \_\_\_\_\_

Cellular/Other \_\_\_\_\_

Home Address if different than above:  
Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone if different than above \_\_\_\_\_

Father's Email: \_\_\_\_\_

Confirmation and Correspondence will be emailed to the top address unless you request differently.

Check if applies:

- Parents are married       Single parent
- Parents are separated       Parents are divorced
- Father is deceased       Mother is deceased

During camp child resides with:

- Mother and Father       Mother       Father
- Other (relationship to child) \_\_\_\_\_

How did you first learn about Tate's Day Camp?

New campers only.

- A camper or parent       Magazine
- Friend or co-worker       Phone Book
- Direct Mail       Through Tate's School
- Newspaper       Drive by/live close
- Radio       Internet
- Camp Directory       Other: \_\_\_\_\_

## AUTHORIZED PICK-UP AND EMERGENCY CONTACT

List in order the name of anyone, **other than mother and father**, you wish the Camp to contact for emergency purposes or whom you authorize to pick up your child. Specify relative, friend, etc., and phone number.

1. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_

3. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_

**Continued on Back**

## CIT PROFILE

Camper's Legal Name \_\_\_\_\_

Name Goes By \_\_\_\_\_

Birthdate (mo/day/yr) \_\_\_\_\_ Age \_\_\_\_\_

Sex \_\_\_\_\_ Grade in Fall of 2017 \_\_\_\_\_

School \_\_\_\_\_

Email Address \_\_\_\_\_

This will be my child's \_\_\_\_\_ year at Tate's Camp.

T-shirt Size: (Circle one)

Adult's: S (34-36) M (38-40) L (42-44) XL (46-48)

## SIGN-UP AND REGISTRATION

I would like to register my child for the following sessions. I understand that tuition **MUST BE PAID IN FULL at least THREE WEEKS** before each session my child is registered to attend camp and there are no refunds.

Mark the sessions that you wish your child to attend.

**Session 1CIT (June 5 -June 23) \$830**

**Session 2CIT (June 26-July 14) \$830**

**Session 3CIT (July 17-Aug 4) \$830**

## PARENT AUTHORIZATIONS AND POLICIES

To the best of my knowledge this information is correct, and the individuals herein described have permission to engage in all camp activities unless restrictions are noted. Permission is given for my child to participate in off-campus activities and trips.

Realizing that a sudden illness or accident may happen to a camper, I hereby ask the camp to use their best judgment in such cases in caring for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment, including hospitalization, for my child. I authorize Tate's Day Camp to provide or arrange necessary transportation for my child. I further understand that camp fees do not include accident or illness insurance and Tate's Day Camp is not responsible for any expenses incurred, and I agree to release any records necessary for insurance purposes. A separate Health History and Profile for each camper is required prior to participation.

I give permission for use of my child/children in promotional photographs and/or videos including the camp web page and social media sites utilized by the camp. My child may be interviewed, photographed, and/or video taped by the news media, including newspapers, magazines, television, and/or radio, for camp community interest stories and advertising.

I give permission for my child to have sunscreen applied.

I give permission for the camp staff to correspond directly with my child via phone, text message, email, and/or Internet and I give permission for my child to join the Tate's Day Camp online alumni community.

I have read and understand that tuition is due three weeks in advance and Tate's Day Camp reserves the right to cancel enrollment if fees are not paid by the due date. I understand that the \$150 deposit is nonrefundable and there is a \$50.00 cancellation fee for dropping a session after I enroll, and there are no refunds for camp tuition within three weeks of the session(s) in which my child is registered. There is a \$25 per change fee to change sessions after this form is submitted. I understand it is my responsibility to contact the camp office in the event I must cancel a CIT session.

These authorizations and policies constitute the full understanding of the parties hereto and no change, modification or waiver of any of these authorizations and policies shall be effective unless in writing and signed by both parties.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Please be sure all information on both sides of this form is fully completed. Incomplete forms will not be accepted.
- The registration fee of **\$150 per session** must be enclosed with application.
- This fee is non-refundable and is applied toward CIT tuition.
- Balance must be paid at least three weeks prior to the session.