

FSUS SUMMER CAMP CIT INFORMATION AND PERMISSION FORM

Counselor-In-Training (CIT) Applicants and Parents/Guardians- We are pleased you have expressed interest in our CIT program. The program is designed for rising 9th-12th grade students, who want to further develop their leadership and communication skills. **It is imperative that both the applicant and parent or guardian review all of the information in this document together to be prepared to meet expectations moving forward.**

TO THE PARENTS/GUARDIANS OF CIT HOPEFULS-

The primary purpose of the CIT program is to help your child gain leadership, communication and teamwork skills that will help them in their future endeavors. For this reason, we ask that you allow them to take the lead in this process. We want you and your child to treat this as if it is their first job. Learning how to complete an application and communicate with a prospective employer is a valuable skill and this is a great way to learn it. If they have questions or concerns at any point throughout the process, please have them email or call us.

Although we want them to manage this process with minimal help, we do think it is important for you to be aware of the process and procedures. We also appreciate your assistance in not scheduling appointments or vacations during their 2-week session. Overall, if you personally have any questions feel free to contact me.

During the CIT program, CITs will not be permitted to use their cell phones while working with the campers. If you need to contact them, please call the program phone line at 850-245-3843.

Finally, if your child is not meeting the expectations of the program we will discuss what improvements need to happen. We do reserve the right to ask them to discontinue the program however this will not happen without them having an opportunity to correct any issues.

INFORMATION FOR CIT APPLICANTS AND PARENTS/GUARDIANS-

Counselor-in-Training Dress Code:

The following dress code is enforced to ensure CITs are proper role models while fostering a positive self-image.

- Camp Shirt must be worn each day (CITs will be issued 2 shirts). Camp shirts may not be altered in any way.
- Closed toe shoes must be worn daily; the exception would be for water/pool days were you may change into a water shoe for the duration of the water event only.
- Active/Athletic bottoms such as Nike shorts, biker shorts (not volleyball spandex), basketball style shorts are acceptable. Shorts may be worn but they must be no shorter than 5 inches above the knee. Leggings/ yoga pants are okay if bottoms are completely covered by camp shirt.
- One-piece swimsuits must be worn with athletic shorts covering the bottom. Swim trunks are also acceptable for water days.

Counselor-in-Training agrees to:

- Always stay with assigned group unless otherwise stated by program admin or CIT Lead. If on an assigned task, CIT should not deviate from task.
- Follow directions as given by program leaders.
- Maintain personal care and wear appropriate camp attire as stated above. CITs arriving at camp without appropriate attire will be asked to leave the site.
- Never be alone with children.
- Respect others in what you say and do. Never use inappropriate language.
- No Cell Phones -Refrain from using a cell phone while working. CITs may keep a cell phone with them in case of an emergency, but it should be silent only and it is not to be used at any other time. If CIT does not have a cell phone, CITs needing to make an emergency phone call during the day will have access to the program phone.
- Greet parents and children at the beginning of the day and acknowledge them at departure.
- Be involved and engaged with campers throughout the entire camp day.
- Get to know camper names quickly.

- Never use physical punishment, restraint, or force on a child.
- Follow rules and always model good behavior, especially on field trips and in "high danger" situations such as in crowded areas.
- Keep camper's information confidential.
- Take care of personal belongings & keep belongings out of camper's reach.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and counselors-in-training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- Never say or do anything that campers might perceive as teasing and/or bullying.
- Create a safe and fun environment.
- Notify a counselor if a child is injured in any way. CITs are not permitted to administer first aid.
- Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- Never come to work while under the influence of drugs or alcohol.
- No social media contact with campers or staff.

Grounds for Immediate Dismissal:

- A CIT who brings a weapon to camp or speaks about weapon use during camp.
- A CIT who intentionally harms himself/herself or causes injury to another child or staff member.
- A CIT who vandalizes the property of the camp facility, staff, or other children.
- A CIT who steals items from the camp facility, staff, or other children.
- A CIT who displays inappropriate behaviors repeatedly.
- A CIT who fails to comply with the camp rules and procedures, as outlined in the CIT Handbook.
- A CIT who fails to display appropriate respect to authority figures at camp.

Camp Sessions are 2 weeks each (6/1-6/12, 6/15-6/26, 7/6-7/17). CITs must be able to commit to one of the 2-week sessions, from 9:00am to 4:30pm Monday-Friday. CITs can arrive as early as 7:00am or stay as late at 6:00pm but that time is not required. A background check with fingerprinting may be required at your own expense and must be completed at an approved location.

No Camp on Friday, June 19th.

By signing this document you acknowledge that you have read and understand the expectations for CITs. Parents/Guardians are giving their child permission to participate.

Date Applicant Signature Applicant Printed Name

Date Parent Signature Parent Printed Name

Florida State University Schools Summer Camp Contact Information-

Address: 3000 School House Road, Tallahassee, Florida 32311

Phone Number: 850-245-3843

Email Address: EDEP@fsus.school

Summer Camp Leadership-

Director- Leketra Harvey, l.harvey@fsu.edu

Program Assistant- Ashley Shaw, amshaw@fsu.edu

Administrative Assistant- Camille Spears, cs22cb@fsu.edu