

HANDI* CAMP DAY CAMP 2023

WELCOME LETTER & DETAILS - STAFF

A ministry of Handi*Vangelism Ministries International
PO Box 122, Akron PA 17501 / 717.859.4777 / hvmi.org



May 2, 2023

Welcome to the 2023 Handi*Camp Summer Ministry Team! We praise the Lord for each person who has responded to His call to join us in serving our campers. We anticipate many opportunities to watch Him work in ways that go beyond what we can imagine – all for His glory!

WHO'S WHO? THE FOLLOWING FULLTIME STAFF MAKE UP THE CAMP LEADERSHIP TEAM:

- **Kyle Robinson**, Executive Director of H*VMI
- **Tim Sheetz**, Camp Pastor
- **Brian Robinson**, Assistant Director
- **Meghan Martin**, Staff Supervisor
- **Leah Robinson**, Health Care Manager
- **Chris Fletcher**, Activities Coordinator
- And me, **Tara Kelley**, Camp Director

The remainder of this letter includes many important details about your time with us – **AND, some things that need to be done before you arrive at camp!**

WHEN DO WE START?

- **Orientation begins Sunday, June 4th at 1:30PM.** Please arrive at the H*VMI Office: 300 W Chestnut Street, Second Floor, Ephrata PA by 1:15PM. Our first meal together will be *dinner*, so please arrive *after* having eaten lunch. If you are coming by plane, train or bus, and need transportation to your host home and/or camp, please contact Brian Robinson [Office: 717-859-4777 or Cell: 717-475-5864] **before making any final reservations** so we can coordinate transportation. If you are staying with a host family, please coordinate your arrival details with your host – AND let US know your plans so we are sure you have a way to get to Orientation. (NOTE: Host families are not responsible for transportation. WE will cover that!)
- **YOU NEED TO REPORT AT CAMP [held at New Joy Church: 35 New Joy Dr, Ephrata PA, 17522] each CAMP day BY 8:00AM** having already eaten breakfast. Campers depart at 4:30PM. Your day is done around 6:15PM following staff dinner. There will be *optional* staff events some of our evenings together.

WHAT TO BRING: ALL FORMS CAN BE FOUND ON THE STAFF ONLY WEBPAGE: HVMI.ORG/HC-FSO-INFO

- Completed Paperwork** (*turn in upon arrival*)
 - **Staff Health Record.** BE SURE TO GIVE ACCURATE IMMUNIZATION DATES, *especially for the tetanus booster* (recommended every 10 years).
 - **I-9 form info** to verify employment eligibility - all PAID (not volunteer) staff UNLESS you were a PAID Handi*Camp staff member in 2021. EVERYONE ELSE MUST bring ORIGINALS of the items listed on the attached "List of Acceptable Documents:" one item from LIST A OR one item from BOTH LIST B AND LIST C. For most, a driver's license (LIST B) and a Social Security card (LIST C) will be adequate. If you are under 18 or not a licensed driver, bring one of the items at the bottom of LIST B. You will complete the actual form with us when you arrive. The law requires us to personally examine the proper forms of ID. If they are not presented, we cannot complete the paperwork and we will not be able to pay you. PLEASE don't forget them! If you have questions as to whether or not you need to complete this form, contact our office before coming!

(OVER)

- **Staff Salary Information sheet and IRS Form W-4.** Carefully read and complete the requested information. (*NOTE: If not attending Orientation, send ahead of time Attn: Handi*Camp.*)
- **IF YOU ARE CHOOSING TO VOLUNTEER**, please PRINT AND SIGN the statement at the bottom of the Salary Information Sheet. Please turn that in lieu of a W-4.

- Casual, conservative clothing** (jeans and shorts, etc.). For the sake of maintaining a positive testimony to our campers, their parents and caregivers, staff host families, and your fellow staff members, **PLEASE choose wisely as you pack!** We want to portray a neat, clean appearance at all times. The clothing policy applies to men and ladies and includes weekend/off-hours clothing if you are staying with a host family.
 - **Shorts** must be mid-thigh or longer.
 - **Shirts must be long enough on the bottom and high enough on the top** so that they are not revealing when bending over. No bare midriffs!
 - Underwear and undergarments, including straps, must be under clothing and not showing!
 - **NOT PERMITTED:** Tank tops; racerback or spaghetti strap tops; tight-fitting shirts or shorts; clothing or accessories with potentially offensive or eccentric logos, words or pictures.
 - **OPTIONAL:** We are planning a staff swim party the evening of June 22. IF you will be with us over that date and would like to swim, please bring a modest bathing suit and towel. (**Ladies:** Make sure your swimsuit is high enough on the top and modest on the bottom. Two-piece tankinis are permitted, BUT you must be able to bend over without exposing your midriff. Other types of two-piece bathing suits are not permitted. **Men:** Modest board short style recommended.)
- Refillable water bottle (a water cooler is available for refilling)
- Rain gear
- Small backpack (best for bringing any personal items to camp each day)
- Sturdy footwear (adequate to provide good, non-slip footing when pushing a wheelchair)
- Toiletries (if staying with a host family) *Note: Sheets, towels, etc. will be provided by your host.*
- A "nice" outfit (if staying with a host family and possibly attending a local church service)

POLICIES AND SUCH:

- **Cell Phone Policy:** *Cell phones need to be kept in a non-ring mode (silent or vibrate) and may not be used for incoming or outgoing calls or text messaging during the camp day unless it's for an emergency situation or directly related to a camp need. Notify camp leadership if this is the case. Calls must go to voice mail and be responded to at a later time.*
- **Guests, including family and friends, are welcome to visit – BUT** you must make prior arrangements with the Camp Director.
- **Handi*Camp will provide LUNCH and DINNER during camp days.** Host families will make arrangements for other meals.

THANK YOU for praying and preparing *yourself* for this summer of ministry. **THANK YOU** for working your way through this letter and for being attentive to all of the details! Once again, let me say that we are excited about you being a part of our 2023 summer staff team. Because of your presence at Handi*Camp, we are able to say "yes" to campers who want to attend camp this summer! **THANK YOU** in advance for your ministry! We look forward to seeing you soon. In the meantime, please don't hesitate to contact us if you have any questions.

Blessings,



Tara Kelley
Handi*Camp Director

Visit hvmi.org/hc-fso-info to view Orientation Schedule, pre-read the Staff Manual and have access to forms and materials. It is helpful to read the Staff Manual AHEAD OF TIME. There will be limited time to read during Orientation, and you will need to sign verification that you have read and will comply with its contents. Thank you!