

# Camp Sonshine

Creating Fun Memories Where Children and Youth Experience God's Love

# '22

Dear Summer 2022 Staff Member,

Congratulations on being selected from hundreds of applicants and for making an excellent choice to invest in the lives of children, teens, and other staff members this summer! You are among people from all over the world who are in for an unforgettable, life-changing experience! It takes a lot of hard work and personal sacrifice to impact lives here. We believe that you will find that the sacrifice is unquestionably worth it when it is all said and done.

As you aspire to impact children's lives, know that we have a passion to see you grow in excellence and to walk away with tools that you will not only use at camp, but also find invaluable wherever God calls you. Our hope is that as you yield yourself to God this summer, you will be molded into who He intends you to be. Scripture says, "There has never been the slightest doubt in my mind that the God who started this great work in you would keep at it and bring it to a flourishing finish on the very day Christ Jesus appears." Phil. 1:6 (Amplified)

Please give us a call at 301-989-2267 ext.0 if you have any questions or concerns after looking through this information. Camp Sonshine has an extraordinary mixture of high standards, long-lasting relationships, and fun. We hope you find this handbook to be a reflection of that mix as you look through it to find out more about what to expect.

We cannot wait to serve alongside you!

- The Camp Sonshine Full Time Staff

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# History and Vision

## BRIEF HISTORY

Camp Sonshine is the result of a vision God gave to David Black his sophomore year at Oral Roberts University. In the years since 1981, it has grown from 25 campers to having over 1,300 campers daily, including multiple satellite camps in other locations around the world. God has blessed Camp Sonshine over the years in many ways, the most important of which is allowing Camp Sonshine to be a place in which children and teens experience His love and learn about Him.

## MISSION STATEMENT

Camp Sonshine creates fun memories where children and youth experience God's love.

## VISION

The primary goal of Camp Sonshine is to enable each child that attends a camp week to experience God's love through fun-filled activities and, more importantly, through the love of his/her counselor. Kids may not remember each experience at camp, but they will remember how they felt when they were with their counselors.

Our long-term goal is to reach our highest level of excellence and to use what we have learned to be able to help others start camps for seed-planting and/or evangelism purposes. People contact us from time to time to ask if we can teach them how to start and run a camp ministry. We are delighted that we are seeing our vision come to pass through the Camp Sonshine Internship Program, as well as through our international sites in the Philippines, South Africa, Mexico, Australia, Dominican Republic, and Guatemala.

**"I love this camp, because it began with courage. That story about starting the camp that one summer... turning down the sure thing and starting a new thing on a wing and a prayer – that's where we all are in our lives – wanting to be brave, wanting to be bold and follow that one path that God has for just us. Ephesians 1, baby! The more it grows, the more it becomes successful - just keeps reminding me to make my investment of courage."**

**Mike**



# Spiritual Impact

## OUR RESPONSIBILITY

As followers of Jesus Christ, we have a responsibility to live in such a way as to enlighten others on what it means to have a relationship with Him. We aim to reveal God's character in our lives – to live according to what we believe, in hopes that those we come in contact with may be influenced. Sometimes we are more intentional about this – we go on missions or set aside times to reach out to and care for people. Serving at Camp Sonshine combines both types of ministry: it is a specific time set aside for the purpose of ministry and that purpose is accomplished through living a lifestyle that compels others to trust in the love of God. "Even the most effective preaching is still the Word become word. The triumph of the Gospel of Christ is that it is the Word become flesh," (Youth Ministry That Works). We believe the most effective way for us to reach others is to live what we believe in front of them so that they can see it is genuine.

## OUR LONG-TERM MISSION

Camp Sonshine would have no great purpose if we did not believe that campers' lives could be impacted as a result of their experiences here. Although our counselors come for a short amount of time, Camp Sonshine is a long-term mission outreach. We attempt to keep an eternal perspective. Although a well-meaning leader may be able to encourage a camper to make a decision of any type, the camper may not be ready for it. Unfortunately, a premature commitment may not be a lasting one if a child does not fully understand the basis of a decision. We must be concerned with the long-term effects of our actions and words.

## OUR SHORT-TERM MISSION

Camp Sonshine's goal is to meet each camper at his or her level of understanding, to challenge our campers and to teach them – to make them hungry for more. With eternal consequences, we cannot afford the possibility of polluting someone's view of God's love. At Camp Sonshine, we attempt to present an appropriate foundation for children to use in future faith development. Thus, our responsibility is to be concerned with what we do while the campers are here, as well as what they will take with them. We must strive to provide campers with experiences that will make them want to come back year after year. Memories are locked into the heart – never forgotten. One of the most important goals of Camp Sonshine is for our campers to see a new perspective or be challenged to greater levels of maturity. We want to provide children with what they need rather than what we want.

**"There were moments when the souls of the campers were suspended between our hands and God's love – and that was complete fulfillment. Sacrifice is never too great in comparison to that."**

**Lisa**

**"Camp Sonshine will provide you the tools, resources and numerous kids from all types of backgrounds; it's up to you to show the kids God. These kids need hope and there's nothing more special to them than when a counselor lets the camper know of their wonderful potential in God."**

**Bill**



**"Never underestimate your importance to them."**

**Jason**

## TRUSTING GOD'S TIMING

One of the hardest things to do is to take our hands off and have patience when we want to be in control.

*Too often we have wanted to convert children on our time schedules instead of allowing God to do the converting on God's natural developmental 'time schedule.' We structure Christian education for children as if they are 'little adults' because of our lack of faith in God. We are unwilling to give to God what is important to us: our children. Yet our children are not created in our image but in God's image. God is the only keeper of the clock of readiness. Persons are ready for different challenges at each stage of life. Everything has a season (see Eccl. 3). To nurture children in faith is to help them develop proper handles, tools, and memories so that when they actively engage as adolescents in faith shaping, they will have the needed ingredients to develop a mature faith. (Basics and Beginnings)*

Are we willing to let God be in control? Working with children may be one of the greatest tests of our trust in Him. Most growth and change is in small, almost undetectable, increments. We cannot -- out of enthusiasm or desire to be the one to "reap"-- push a child to understand or make a decision for which he is not ready.

## PLANTING SEEDS AND CREATING MEMORIES

So what are we to do? Our main focus at Camp Sonshine is to plant seeds that may be harvested later. Children are extremely "moldable." Lasting decisions are made sincerely with the heart and understanding. What we must do is attempt to prepare a repertoire of memories rich in faith potential. We also try to give our campers experiences that will make them want to come back for more. Possibly the greatest opportunities for Camp Sonshine to influence young lives occur when campers return year after year. Our hope is that each camper will see something so genuine in the counselors' lives that later on, when the difficult life-decisions need to be made, he or she will remember and discover a foundation upon which to build. St. Francis of Assisi had a similar agenda:

*Having had all of the world, Francis would prove one thing over and over: If just once you catch sight of the love of God, you will know the joy of living in His presence. And a single day in God's presence, as the psalmist sings, is better than gold. (Rekindling the Inner Fire)*

What an exciting prospect! Those who have ministered at Camp Sonshine understand that this is truly an adventure in learning the heart of God and becoming more like Him. To let God set the agenda, to plant seeds in hearts, to help create memories, and to make young people hungry for more – that's what Camp Sonshine is all about.

"I planted the seed, Apollos watered it, but God made it grow. So neither he who plants nor he who waters is anything, but only God, who makes things grow. The man who plants and the man who waters have one purpose, and each will be rewarded according to his own labor."

1 Corinthians 3:6-9

# Details Before Camp

## TRAVEL PLANS

Once hired, you are responsible for your transportation to and from the Silver Spring, MD area. It is your responsibility to fill out **the Vital Statistics form** through the Google Form or your CampInTouch account. This lets us know where to pick you up! If you do not fill out this form by its due date, May 31st, 2022, you will be responsible for finding your own transportation to Camp Sonshine.

**INTERNATIONAL COUNSELORS:** Please check with your agency on how and when to arrive to camp; you may be asked to arrive a little early (June 1, 2022) to acclimatize and recover from jet lag. Camp Sonshine will have transportation, housing, and meal arrangements provided for you. Please arrive by the dates provided to by your agency or Camp Sonshine.

## FINGERPRINTING:

We will need for all of our staff to bring with you your fingerprints for Federal and State purposes. You will have the opportunity to have you fingerprints done at Camp Sonshine.

## ARRIVAL DATE: Saturday, June 4th, 2022

If you arrive before June 4, Camp Sonshine will not yet have pickup, housing, or meal arrangements for you unless special arrangements are made with a recruiter (Special arrangements will be made for the following: Early Work Crew, Head Counselors and Internationals).

We will pick you up from the locations listed below. If you arrive anywhere else, you will need to use your own transportation to Camp Sonshine.

**Plane:** Please make arrangements to fly into **BWI Airport** located outside of Baltimore. Camp Sonshine is not able to arrange pick-up from any other airport. **Please arrange your flight to arrive between 10AM and 8PM.** If you do not arrive during these hours, it may affect your transportation and housing:

- You may have to take a shuttle to the camp (cost is approximately \$60).
- You may be temporarily (overnight) placed in a house or in the church.

**Bus:** Please arrive in Silver Spring at the **Grey Hound on Fenton St. Station** location.

**Train:** Please arrive at **BWI Airport Train Station (NOT Baltimore Penn Station).**

**Car:** Counselors may bring a car if possible for more flexible transportation. Camp Sonshine **WILL NOT** reimburse gas while you drive your car here at Camp Sonshine.

“My first impression of camp is the contact person. Mine, Alicia, was awesome. This is the first person we as new counselors meet.”

Carrie



Camp Sonshine is one of the largest Christian day camps in the nation.

“A bit of advice for you is to start seeking God early for what He wants you to do at camp. It is so much easier to prepare your heart before you get here than while you’re at camp. Keep your heart open to the Lord for any changes He wants to do with you. Trust me, He will change your heart out here.”

John

**We will meet you...**

Once you arrive here (unless you drive), we will take care of getting you from the airport or station to Camp Sonshine—as long as you arrive on the requested day and in the requested destinations and communicate with us beforehand. We will send you more information via email about the specifics of meeting you at the airport or station. Please keep us informed of any change in travel plans.

**DEPARTURE DATES:** 10-week commitment ends August 12<sup>th</sup>, 2022 and 11-week commitment ends August 19<sup>th</sup>, 2022 and 12-week commitment ends August 26<sup>th</sup>, 2022.

**The first shuttles to airports, bus stations, and train stations will leave camp no sooner than 12:00 noon on Saturday, August 13<sup>th</sup>, so please do not schedule any departure times before 1:30PM on that date. There are staff events that morning until noon.**

**Based on which commitment you are fulfilling please note that Camp Sonshine will not have transportation, housing or meals available for you after 24 hours of the last day of camp. Everyone needs to be out of Camp housing by August 14<sup>th</sup>, 2022 or August 21<sup>th</sup>, 2022 or August 28<sup>th</sup>, 2022. If you are staying in Camp housing remember that you are under the Camp Sonshine Lifestyle Policy until you have moved out of Camp housing.**

**Early Departures** – Early departures must be approved by a recruiter prior to signing the contract. We discourage early departures because it affects the staffing tremendously. If you leave without the proper approval, **\$150 will be deducted from the final paycheck** and the daily amount per day that will be missed.

- If it is in your contract to leave early and you are flying, it is up to you to provide your own transportation to the airport. Camp Sonshine does not assume responsibility for providing transportation for early departures. Other staff members may assist in your transportation needs as long as they do not miss any of the camp day.
- Airports provide shuttle services for reasonable fares.

## **THINGS YOU CAN DO NOW**

Frequently, we have excited counselors calling us, wanting to know what they can do now. There are some things you may want to start thinking about or doing to get yourself ready for what is ahead. If you like to get a head start on things, here are some ideas:

1. Pray! Pray for the summer, the campers, the staff, and the full-time staff and decisions they are making.
2. Prepare yourself physically, mentally, spiritually and emotionally for the best and possibly hardest summer of your life.
3. Exercise your creative thinking skills. Think of some games, songs, and activities you could use with campers of different ages, and games you could teach other counselors during staff training.
4. Visit our website and join our Facebook staff page for more information and answers to questions you may have as well as follow our Instagram @sonshinestaff.
5. Better still, just give us a call at 301-835-2267 and let us know how you are doing or how we can pray for you.



# Living at Camp



**Q: What was the most enjoyable aspect of camp?**

**A: The unity among the counselors. Sure, not everybody got along with everybody. But it was really neat...the camp atmosphere felt to me like what the early church must have been like. Everybody living together, sharing, genuinely caring. I could worship with people whose hearts were genuine and who didn't care about how I happened to look (or smell, for that matter). It was like a bunch of walls came down (because we didn't know each other at the beginning of the summer anyway), and God filled in the gaps. It was awesome. I'm gonna' miss that.**

**Jamie**

## OVERVIEW

As a counselor, you will be giving up a great deal of privacy and comfort, working long and demanding hours, and adhering to camp policies which may be limiting and not necessarily reflect your normal way of living. It is important that you have accurate expectations for what will be required of you during your time of ministry at Camp Sonshine. There are various reasons for the policies and guidelines that have been established:

- One reason is our desire for those who minister here to separate themselves for the purpose of ministry and to live a life above reproach.
- Another reason is the necessity to have a few policies as a result of our living arrangements and our size. These policies make life run much more smoothly for everyone.
- Also, to live in unity, we must all demonstrate a respect for the convictions of others. Some of the guidelines make this happen more easily.
- Some policies are in place because Camp Sonshine enjoys an excellent reputation in the community, and we want to preserve that. Staff members help maintain the wholesome and professional reputation parents and our community associate with Camp Sonshine.

We understand that some or all of this may be a sacrifice for many of our counselors. It is our hope that our staff will look at these areas as a small sacrifice in comparison to the opportunity to influence so many lives. Camp Sonshine is a ministry, and while we may encourage some things and discourage others, we know that you will have the good of others in mind. We will treat you like an adult capable of making good decisions about your own life. But please be conscious of others around you and their beliefs. We are all in this together!

**Please note: Lifestyle Policies are in effect throughout the entire summer, whether the staff member is on-grounds or off-grounds.**

## CAMP HOUSING

Camp Sonshine is a day camp, which means that the campers and staff members are on the campgrounds during the day and then go home at night. Many of our Camp Sonshine summer staff are not from the Silver Spring area. Local staff members are expected to live at home, while staff from out of state will be assigned to Camp housing. In your housing situation this summer, you will have fun, as well as be challenged to live together with others in unity. In agreeing to come to Camp Sonshine, it is assumed that you are in agreement to follow the house rules of the camp and your host family in order to create a family or team from a group of individuals—a home instead of a house—by a willingness to love and forgive on a daily basis. Each counselor will also share in weekly cleaning assignments in his/her home. In host home situations, some of our counselors

will be in a home with only one other counselor. Others may be in a larger home (owned by the camp) with several other counselors. No matter what housing arrangement for the summer you are assigned to, all counselors are expected to live with an attitude of respect for others in the home. Housing assignments and setup are based on the needs of camp and the availability of housing options.

**Please also remember that as long as you are staying in Camp housing (even if your contract dates have ended) you are still subjected the Camp Sonshine Code of Conduct.**

## **PACKING**

Please note that storage and personal space is limited in all housing facilities. There is generally room for one suitcase, one carry-on and bedding per person. Camp Sonshine is a mission field. In any such field, you will be expected to sacrifice some of your comforts. We want for you to feel supported, so please communicate any needs in the housing profile sent out by the recruiting office. While there is no guarantee, we will do our best to consider them in our assignments.

## **VISITING HOURS**

This is when coed visitation is allowed in main parts of homes. At the end of visiting hours, there should be no visiting outside—it's time to go home (Staff members should always check with the host family before having company).

- SUNDAY - THURSDAY                      Leave by 10:00 PM
- FRIDAY - SATURDAY                      Leave by 12:00 AM

## **GUEST POLICY**

All requests for visitors of staff members must be approved by the camp directors in advance.

Housing: Housing is not provided for visitors. Staff members should never ask a host family to house a guest. Also, staff members should never spend the night in the opposite sex's housing unit.

Camper Interaction: Campers should not, under any circumstance, be invited to a staff member's house. Also, visitors are not permitted to work with campers. No person may interact with campers without first going through the entire application and hiring process, including fingerprint background checks and reference checks.

## **CURFEW**

We have curfew for safety reasons and so that people will be more likely to get their sleep during such a physically taxing summer. It simply means to be inside your house by the times stated below:

- SUNDAY - THURSDAY                      In the house by 11:00 PM
- FRIDAY - SATURDAY                      In the house by 1:00 AM

## **LIGHTS OUT IN SLEEPING AREAS**

During these hours, lights are to be out in the bedrooms so those who need more sleep can get it. All staff members are strongly encouraged to get as much sleep as they can. We have found that people who consistently stay up too late have little energy with their campers and get sick midway through the summer.

- EVERY WEEKDAY AND WEEKEND NIGHT                      10:00 PM

## QUIET HOURS

If one person needs more sleep than another does, respect should be shown so that each counselor can operate at his/her best. Also, staff should respect the “quietness needs” of the host family. At camp-owned homes, the television should go off at Quiet Hour times. If you are living with an independent host family, it should also go off at this time—unless, of course, there is a family member watching. There should also be no noise if anyone is trying to sleep.

- SUNDAY - THURSDAY 10:00 PM - 6:00 AM
- FRIDAY - SATURDAY 1:00 AM - 8:00 AM

## MEALS

Your meals at Camp Sonshine will be provided. Please realize that this is “camp food” and not fine dining. Snacks are not regularly provided, but there are many stores in the area if you would like to purchase snacks or if you have special food preferences other than what is provided. Camp Sonshine **cannot** accommodate special dietary needs or preferences. Plan to bring money to spend on snacks or other food preferences.

### NUT-FREE CAMP:

At Camp Sonshine, we are committed to providing a safe and fun environment for our campers. After careful consideration, Camp Sonshine is now a NUT-FREE camp. What does that mean? Camp Sonshine will not serve- or make available for purchase via our vending machines or Snack Shack any nut-related products.

A growing number of children are allergic to peanuts/nuts and may experience life-threatening allergic reactions requiring emergency medical treatment. To reduce the chance of this occurring, we are asking parents to partner with us as we move forward.

We are asking parents to...

1. Pack nut-free lunches for their children.
2. Ensure their child(ren)'s hands and face have been thoroughly washed before entering our camp grounds if food with nuts (e.g., peanut butter and jelly sandwiches) are consumed before arriving at Camp. Even trace amounts of peanut/nut can cause an allergic reaction.
3. Make sure that their children are allergy-aware and avoid foods that are unsafe for them, as we do travel to field trip locations that are not nut-free. Parents should remind their child(ren) to immediately tell an adult if they are experiencing symptoms of a reaction, not to trade foods with other campers, and to only eat foods that have been identified as safe.

### DURING THE WEEK:

**Breakfast** - Camp provides a continental-style breakfast for you when you arrive at Camp in the morning. Due to COVID breakfast is provided in the camp houses. It is your responsibility to get up with enough time to eat.

**Lunch** - Bag lunches are made and packed by our Meal Crew Action Team each day. Everyone gets a basic lunch, which may include things like a water bottle, chips or pretzels, and your choice of sandwich(es). (Ham, Turkey, Sunflower Butter and Jelly, or Roast Beef)

**Dinner** - Due to COVID dinner is provided in the camp houses. Staff living in camp housing will cook their own dinner. Nothing extravagant, but it should satisfy a hungry counselor. (Please remember that Camp Sonshine **CANNOT** accommodate special dietary needs or preferences.)

## **ON THE WEEKEND:**

Microwavable, instant-type weekend food (provided by the camp) will be available to keep at your summer host home. If you choose to do any weekend activities away from your home, you will be responsible for your own meals. You may want to bring some money for this—many counselors like to go see area sights and eat out.

## **TRANSPORTATION**

We encourage anyone who can to bring a car, and generally counselors who have brought their cars have been glad they did for the freedom provided. Camp does not have a high budget allowance for transportation, so it is a great blessing any time a staff member can bring his or her car and use it for summer transportation for himself and another staff member living in the same home. For those without cars, van transportation is provided to and from work and a limited number of store trips. Camp Sonshine is not responsible for personal weekend transportation and special trips to stores or other churches. Tip: It may be beneficial to know that suburban DC does have an extensive bus and train system to get you where you need to go for a small fee.

## **COMMUNICATION WITH THE OUTSIDE WORLD**

**Receiving Mail:** All staff mail should be received at Camp Sonshine rather than at your summer residence. Staff members should not receive mail at host homes. Please have all mail sent to the Camp Sonshine address:

**Camp Sonshine  
16811 New Hampshire Avenue  
Silver Spring, MD 20905  
Attn: Your Name**

**Internet:** Camp houses will have WiFi that personal devices can be connected to.

## **WEEKENDS & LIMITED FREE TIME**

Please realize that you have limited free time, even on weekends. You should expect to have especially limited time during training, when there may be parent orientations and extended staff meetings. On four Fridays during the summer, there is a camper overnight stay, and staff obligations are usually completed between 10:00AM and 12 noon Saturday morning. Ministering at Camp Sonshine is a position for flexible people, and you should expect to have unanticipated extended hours throughout the summer. During the day, staff members do not have free time. Personal business needs to be done either before the summer or during your limited free time. In addition, we strongly discourage staff members from taking correspondence courses during the summer. Those who have taken them have had a difficult experience completing their assignments and focusing on their ministry position.

## **CHURCH**

Because it is vital for our staff to be spiritually nourished, everyone employed by Camp Sonshine is encouraged to attend church on Sundays. There are many churches in the surrounding area. Some examples are Grace (in Fulton, MD), Mosaic, Highlight (Gaithersburg), Destiny Church (Columbia), and Living Word International Christian Church.

# Lifestyle at Camp

Camp Sonshine seeks to maintain positive community relationships because we understand that they play a vital role in making summer successful. With this in mind, we expect all our staff to show concern and respect for each other in matters of personal habits, attitudes, and conduct. Please remember that the Camp Sonshine Legacy is made through your actions. These include matters relating to:

## PERSONAL SEXUAL PURITY

It is important for our staff to understand the importance of sexual purity in their interpersonal relationships. Biblical standards for human sexuality clearly prescribe a heterosexual relationship within the context of marriage and sexual chastity for those who are single (Genesis 1:27-28; 2:18-24; Galatians 5:19; Colossians 2:5). Staff who do not conform their conduct to this will face immediate dismissal as we believe that confused sexuality and unrepentant sexual sin can have serious consequences on the effectiveness of the ministry of Camp Sonshine.

## RELATIONSHIPS

Being a large Christian camp, there are many opportunities to make great friends. While we encourage friendships, we discourage dating relationships. We have found in the past that people who have gotten involved in a relationship during camp have encountered more problems than those who have not. In the event that focus is lost during camp for any reason and it hinders your relationships or effectiveness with the campers or staff of Camp Sonshine or if rules are blatantly broken, appropriate action will be taken, which may include termination of your employment. **In addition, any romantic relationship between a staff member and a minor is grounds for dismissal.** A “minor” is any person under the age of 18, and includes LITs (Leaders-In-Training) and ACs (Assistant Counselors).

Once your contract start point is active you will be required to adhere to the CS Relationship Policy. Failures to adhere to this policy could result in immediate dismissal, fine or official reprimand. No Programmer should participate in a dating relationship with any group or program counselor or with head counselors inside their respective program. Head counselors should not participate in a dating relationship with any group or program counselor within their program. Public displays of affection during the camp day are prohibited for the purpose of protecting the staff’s personal lives and campers emotional wellbeing.

## PROFANITY

Use of profanity in any way towards campers, staff members, parents or anyone on and off campgrounds is not acceptable. Any seasonal employee caught practicing this will be disciplined, which may include dismissal.

## THE WORDS YOU SAY...

While we strongly encourage both positive and negative feedback about Camp Sonshine, administration, or problems you might be experiencing, we are opposed to negative complaining, gossip or lack of team effort. One of the most destructive forces to a cohesive team is complaining or negative discussion at inappropriate times. Thus our goal is Eph. 4:29, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Also, we discourage certain words to be used around campers such as “crap” or “suck.”

## **SMOKING, ALCOHOL, DRUGS AND THEFT**

Camp Sonshine has a zero-tolerance policy by entirely prohibiting theft and any consumption or use of alcohol, drugs, chewing tobacco, or smoking for all seasonal employees during the summer months; this includes whether on campgrounds, on any of its owned or rented entities (housing), or off grounds. Any seasonal employee caught practicing these will be disciplined, which may include dismissal. Please also remember that as long as you are staying in Camp housing (even if your contract dates have ended) you are still subject to the Camp Sonshine Code of Conduct.

## **MUSIC**

**Personal** -To respect the convictions of others, please do not listen to secular music while in camp-owned homes, camp dormitories and in camp vehicles unless it is on a portable music device (e.g. phone, iPod, etc.) with headphones. At independent host homes, if you want to listen to secular music, it should first be discussed with and “okayed” by the host family and your roommates.

**Work** - Please do not listen to secular music during work-related activities directly affecting staff members only (staff trips, action teams, staff orientation, etc.).

Please note that the rationale behind this guideline is respecting the preferences of our staff. We believe that there are songs termed secular that are acceptable. In fact, the camp uses some pre-screened, pre-approved secular music during camper activities.

## **TELEVISION**

TV is off during Quiet Hours. During TV times, counselors are expected to be careful what they “feed” their minds and spirits and should have no part in watching unwholesome shows. Please do not watch tv shows with a rating above TV-14.

## **MOVIES AND GAMES**

Please, only movies rated G, PG, or PG-13 (No Rated R). This includes going out to theaters, renting videos, watching any movies owned by a friend, pornographic images, etc. Any video games containing profanity, sexual promiscuity, and/or excessive violence and gore are not permitted to be played at Camp.

## **STAFF ATTENDANCE**

With only so many camp days in the season, staff attendance each day is critical.

**Absence** – There are NO paid sick days (or paid absences for any reason) at Camp Sonshine.

IN AN EXTREME CASE of illness-related absence:

- The staff member is required to visit a doctor.
- The staff member must turn in a doctor’s note.
- The staff member must notify his/her Head Counselor before morning devotions.
- Only a Director may make any exception to any aspect of this policy.

**Lateness** – Lateness is not permitted. If a staff member is late to or absent from a meeting, including devotionals, Action Teams, or breaks curfew, the staff member will be given a warning. If there is no improvement, appropriate disciplinary action will be taken such as reduced pay due to time missed.

If someone believes he/she has a valid reason for being late or absent, a policy exception request may be turned in to Directors within 48 hours of being notified.

## **INSURANCE**

All staff members are required to have personal health insurance. Any staff member who does not have personal health insurance must sign the waiver included on the Health History form. The signed waiver indicates that, if you do not have health insurance, you will have sufficient funds to cover any medical bills incurred. Also, if you are bringing a vehicle, Camp Sonshine DOES NOT provide auto insurance for staff members' personal vehicles.

## **HONORING YOUR COMMITMENT**

It is critical that all of our staff members honor the commitments made to the campers, parents, and staff of Camp Sonshine. Therefore, if the essential functions of the job can't be performed and/or if poor decisions are made, affecting your job performance and/or those around you, then the consequences may include termination of your position at Camp Sonshine based on the discretion of camp leadership. If camp leadership has concerns about your performance, behavior, or ability in your job, the leadership may terminate your employment at anytime.

Please note from your Code of Conduct that any staff member failing to fulfill its terms after having signed it, and/or choosing to leave the employment of Camp Sonshine earlier than the stated date may lose his or her wages for the unfulfilled period. Other discipline procedures may include a verbal reprimand, suspension and/or dismissal. Also, failure to complete all required reports and responsibilities may cause a delay in your final paycheck.

## **PAY DATE**

Paychecks will be issued on the following dates:

1	7/1/2022	Weeks 1/2
2	7/15/2022	Weeks 3/4
3	7/29/2022	Weeks 5/6
4	8/12/2022	Weeks 7/8
5	8/26/2022	Week 9/10
6	9/2/2022	Week 11

Please note that you will not receive your first paycheck until a few weeks into the summer, so you may want to bring a little extra money with you for personal expenses. Unfortunately, we are unable to give cash advances. The last paycheck is mailed to the address you provide on your W-4 form. That same address will also be used to mail your tax information at the end of the year.

Staff employees are responsible for any fines incurred outside of camp (i.e. library fines, parking tickets, etc.) during the summer, regardless if the fine is incurred during a camp-sponsored event.

**"I wish I had known how much sacrifice, submission, and flexibility were the keys to sanity. Then I would have relaxed and quit worrying weeks earlier. I wish I had known that sometimes I knew just as much as anyone else and to not worry that I was not a professional. Finally, I wish I knew how different kids' motives are. They seek fun and excitement always but almost always in innocence."**

**Jonathan**



**Campers come from a range of ethnic and religious backgrounds.**

**"Get ready to laugh, to dance, to cry, to shout, to serve, to lead, to sing, to keep giving until you know how Jesus must have felt."**

**Jesse**

# The “Sunshine” Look

## DRESS & PERSONAL APPEARANCE

The “Sunshine Look” is an integral part of our image. Regardless of your age, there is a consistency of this image that evokes a feeling of confidence and security both on the parts of the parents and the campers. Camp Sunshine has an extraordinary mixture of high standards, vision, and fun. Camp Sunshine enjoys an excellent reputation in the community, and we want to preserve that.

For this reason, during the camp day or at camp-sponsored activities we ask the counselors to be modest in clothing, hairstyles, and anything else pertaining to personal appearance. Parents will size you up with a critical eye because you are standing in for them as role models for their children. **We ask that staff members adhere to the following guidelines during employment at Camp Sunshine, whether on or off grounds:**

- **SWIMSUITS:** Ladies, please bring a modest one-piece swimsuit or tankini. Tankinis should only reveal a one-inch midriff between the two pieces. Tankinis should have at least a one-inch strap for the top piece. Guys, no “bikini Speedo” type suits, please. Swimsuits should only be worn when at the pond, pool, beach, or water games. Men should always have shirts on unless at the water.
- **SHORTS:** No short-shorts, tight outfits (including Spandex-type shorts or pants, unless under another pair of shorts), or cut-off shorts (unless very neatly trimmed). Shorts should **NOT** be shorter than fingertip length. Anything shorter and you will be asked to change. Please make sure that your shorts are loose and that you are able to move comfortably and able to participate in Camp activities.
- **SHOES:** Only closed-toe shoes are allowed when on duty or on camp grounds. Tennis shoes or athletic shoes are recommended. If you bring opened-toe shoes including Tevas or Crocs, you may wear them only when you are **not** on the campgrounds or “on duty.” Sorry, we like them too - they are just not safe for camp activities. The only exception to this is for our pond staff (while on duty at the Lost Lagoon). We also ask that you bring water shoes for our fun water game activities.
- **HAIR, PIERCINGS:** We ask that there be no exposed or facial body piercings other than women wearing earrings (which should be smaller than a quarter) or nose studs. Men are not permitted to wear earrings. You will not be able to get tattoos while on contract with us due to our water activities and your required participation with the children.
- **STAFF SHIRT:** Staff members are required to wear the camp staff shirt each camp day. You will be issued five light blue staff shirts. Staff shirts may not be cut, written on, or altered for any reason, and may not be given to campers.
- **WATCH:** Staff members are required to wear a watch. Watches will not be



“I can’t begin to count how many of my campers asked to wear my name tag. I realized that in their eyes, it set me apart as someone important and they wanted to be that.” James

“The constant requests to have my camp shirt at the end of a week made me realize that my campers were really asking for what it represented - safety, love, support and someone to look up to.”

Brian



“Being part of a team that share the same values was an amazing aspect of camp for me.”

Sara



provided by Camp Sonshine. Cell phones are not permitted to be used during the Camp day for any reason and will not be a proper means of telling time.

- **NAME TAGS:** All Camp Sonshine staff members receive a name tag, which is to be worn at all times in an upright, readable position. No stickers are to be placed on the name tag.
- **You should always have an extra change of clothes on your person in case of an emergency.**
- **WEEKENDS AND PERSONAL TIME:** You will want to bring some clothes for church on Sundays. During personal time, please remember you are a representative of Camp Sonshine.

# EMPLOYMENT POLICIES

## **EQUAL EMPLOYMENT OPPORTUNITIES**

Camp Sonshine is an Equal Employment Opportunity Employer. In accordance with applicable law, we are nondiscriminatory regarding age, sex, race, national origin, or disabled status for qualified applicants or other characteristics protected by law. We are exempt from the Title VII requirement as it pertains to our religious beliefs and tenets.

The staff of Camp Sonshine attempt to implement this through recruitment and promotion. The purpose of this policy is to ensure that Camp Sonshine maintains a healthy work environment in which all individuals are treated with respect and dignity, while providing the necessary measures for resolving complaints of harassment and discrimination.

Our camp recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment free from harassment. Behaviors constitute harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Camp Sonshine will not tolerate, condone, or allow harassment by any employees or other non-employees who conduct business with the camp. This policy covers all employees whether the unwelcome conduct originates from an employee or non-employees of camp. Examples: customers, contractors, etc.

## **PROHIBITED ACTIVITY**

**Verbal** - employees shall not explicitly or implicitly ridicule, or belittle any person, make offensive or derogatory comments, demeaning jokes, slurs or threats to any person.

**Physical** - assault, unnecessary touching, impeding or blocking movement, physical interference with normal work environment.

**Visual** - derogatory or demeaning posters, cards, cartoons, graffiti, gestures.

**Sexual** - flirting (such as back massages, playing with another person's hair, etc.), unwelcome sexual advances, requests for sexual favors, conduct of a sexual nature that is made a term of employment.

## **SUPERVISORY RESPONSIBILITIES**

Each supervisor shall be responsible for helping prevent acts of harassment.

Each supervisor is responsible for assisting any employee of Camp Sonshine who comes to that supervisor with a concern of harassment.

## **EMPLOYEE RESPONSIBILITIES**

Each employee, including supervisors of Camp Sonshine, are responsible for assisting in the prevention of harassment.

Employees are expected to cooperate fully, whether or not they are directly involved in an incident.

## **STAFF EMPLOYMENT CONFLICTS**

We understand that Scripture commands us to make every effort to live at peace and to resolve disputes with

each other. Below is the procedure that Camp Sonshine has implemented to effectively resolve employment conflicts with staff members. These procedures will be used with staff members who do not strive to fulfill the vision of their employment while at Camp Sonshine:

1. Head Counselor meets with staff member
2. Warning from Program Manager or Supervisor of that area
3. Conference with a Director
4. Suspension (length is based on the discretion of the Director and staff members are not paid during the suspension period)

Staff members who have concerns about their employment at Camp Sonshine during the summer should communicate to the following people in this order: Head Counselor, Program Manager of that area, and finally a Director.

## **COVID-19 VACCINATION POLICIES**

Staff that work at Camp Sonshine will either need to be fully vaccinated for COVID-19 prior to arriving at camp or get a weekly COVID test. Staff that are not vaccinated are financially responsible for their COVID tests.

# Camp Descriptions

Campers are grouped by the grade they have just completed. The camp schedule is organized in nine, ten, or eleven weeks. The different camp locations cater to different age groups as follows:

- Silver Spring Location: Pre-K through 9th grade
- Germantown Location: Pre-K through 9th grade

Our goal is to ensure that campers have a great time while they are here. Campers and counselors have fun together and relationships are built where trust, love and ministry occur naturally. When “regular activities” are cited, they generally include Archery (1st grade and up), Assembly (songs & skits), Discovery Time, Pond (Canoes), Camp Store, Craft Craze, Stage It, On Road and Off Road Go-Karts, Eco Explorations, Forest Ranger (Outdoor Cooking) and Sports & Paintball.

## DISCOVERY CAMP

Discovery Camp is for four-year-old preschoolers and those who have just completed Kindergarten. Our Discovery Campers do many of the regular camp activities, as well as their own daily routine activities and theme days. Theme days may include superhero day, wild west day, winter wonderland day, and others. These theme days are organized specifically for this age group, according to their developmental needs and what they enjoy. There is a Latestay on four Thursdays throughout the summer until about 8:00 PM during which they go on tractor rides, eat grilled hot dogs, toast marshmallows and sing around a camp-fire (counselors stay until about 9:00 PM to clean up). In Discovery Camp, there are about 8 campers per group, and there is usually an Assistant Counselor or LIT (Leader-in-Training) assigned to help out.

## EXPLORER CAMP

Explorer Camp includes campers in 1st and 2nd grades (Starting in second grade, boys and girls are in separate groups). Our Explorer campers do regular camp activities, as well as electives and theme days. Theme days may include superhero day, wild west day, winter wonderland day, and others. There is a Latestay on four Thursdays throughout the summer until about 8:00 PM during which they go on tractor rides, eat grilled hot dogs, and toast marshmallows and sing around a campfire. (Counselors stay until about 9:00 PM to clean up.) In Explorer Camp, we have about 12-14 campers in a group, and there is usually an Assistant Counselor or LIT (Leader-in-Training) assigned to help out.



**Discovery campers experience a combination of indoor and outdoor activities.**

**“This summer is about the kids & how much fun they have & that they learn what love is. It doesn’t matter what you don’t want to do. Put the kids first. Let God change you, mold you. He is ready for the summer. He is ready for the summer. Are you?”**

**Lisa**



**Crafts are catered towards specific age groups and gender.**

## **ADVENTURE CAMP**

Adventure Camp offers a safe and active outdoor experience in which 3rd and 4th graders build friendships, develop skills, grow in confidence and character and create great summer memories. The program offers regular camp activities and much more. On four Friday nights throughout the summer, Adventure Camp has an Overnighter during which they cook hot dogs over a campfire, camp out (or have a slumber party) and do cool, themed events. In Adventure Camp, there are about 12 campers per group.

## **HIGH ADVENTURE**

High Adventure is our 5th and 6th grade program. These campers go on day trips as well as participate in many of our regular activities. High Adventure campers have the option to participate in the high ropes course and climbing wall as well as paintball and electives. On four Friday nights throughout the summer, there is an Overnighter.

## **TEEN ADVENTURE**

Teen Adventure is our 7th through 9th grade program and is a day-trip-based program with activities such as bowling, water parks, laser tag and ice skating. Occasionally they participate in activities on grounds, such as high ropes and climbing wall. Our counselors all participate in all the activities with the teens to encourage team-work, character building, and positive relationships. We have overnighters on eight Thursdays throughout the summer, which are off grounds to places such as the beach and theme parks.

## **LEADERS-IN-TRAINING (LIT PROGRAM)**

The Leaders-In-Training program is our specialized leadership-training program for teens 7th through 11th grade. Our teens learn leadership skills through a combination of group leadership activities and hands-on experience working with kids by assisting counselors with groups Pre-K to 2nd grade. Our LIT counselors are expected to take initiative to communicate constantly with the LITs and to be an active mentor to them. LIT counselors are also responsible for liaising with the counselors the LITs are assisting, to ensure they are being given the opportunities to grow in leadership and are treated with respect.

## **GERMANTOWN**

Germantown is a satellite location about thirty minutes from our main camp location, serving campers Pre-K through 9th grade. Our staff consists of about thirty people, which creates a more intimate family setting. Each camp day starts with us meeting together for morning worship and devotions and ends with us having dinner together. The camp day differs amongst programs which are all predominantly field trip based. You'll go on fun day trips like to places like state parks, pools, local attractions, and water or amusement parks.

# The Camp Day

## TYPICAL DAY AT CAMP SONSHINE

Ministering at Camp Sonshine is a position for flexible people, and you should expect to have unanticipated extended hours. During the day, staff members do not have free time. Personal business needs to be done either before the summer or during your limited free time.

### Monday through Friday

The following is a sample schedule of the minimal events in your typical day:

- Get up, Get ready and Drive to Camp
- Action Teams & Bus Runs (7 am)
- Camper Arrival (8:35am)
- Actual Camp Time with Campers (9 am -3 pm)
- Action Teams & Bus Runs (3:30 - 6 pm)
- Dinner

### Evening Meetings:

- Monday: Staff Meeting
- Wednesday: Refuel, Praise and Worship / Prayer
- Thursday: Latestay (weeks 2,4,6,8) Teen Overnights (all weeks)

--Friday: Overnights (weeks 2,4,6,8)

### All evening meetings are required.

Also, every counselor will stay four evenings during the summer on either Thursday or Friday for the Latestay with the younger campers (Thursday until 9:00 PM) or the Overnighter (Friday until between 10:00 AM and 12 noon Saturday) with the older campers. This pertains to Program Counselors as well as Group Counselors. Group Counselors will stay with their group of campers. Program Counselors will be assigned to either the Latestay or Overnighter.

### Weekends:

Please understand that you have limited free time, even on weekends. four Fridays during the summer, there is a camper overnight stay, and staff obligations are usually completed between 10:00 AM and 12 noon Saturday morning.

## ACTION TEAMS

Camp Sonshine is a day camp, and for that reason there are specific tasks which

“Wow! What a complete joy to be called into the ministry of fun where children bring home everlasting souvenirs! Your feet will hurt, your back will ache, your head may throb, your eyes will tear up but your heart will be singing and God will be smiling. You’ll meet people here unlike anyone you’ve ever met before. The lessons you learn here will, you will be able to refer back to throughout your life. Life is simple when you serve the Lord - and ‘the things of this world will grow strangely dim in the light of His glory and grace’.”

Hayley



Arrival is a time to meet parents and do small group activities with campers.

**“This (Morning Devos) was so cool as it got you focused on the day ahead. It made me feel so good. It started my day off with a great attitude and ready to serve my Master wholeheartedly.”**

**Alison**

**“Morning Devotions helped me out a lot. Usually gave me a peace for the day, that everything was going to be okay. Very encouraging!”**

**Noel**

**“This was really good. We all helped and encouraged each other until the job was done.”**

**Alyson**



**Assembly is a great way to bond with the kids and get excited with them.**

must be accomplished in order to have camp each day. Staff members will be assigned to a team, on which they will remain for the summer. Some teams will rotate through a series of assignments (rotations), while other teams or individuals will have the same assignment for the entire summer. It is important to see Action Teams as ministry, rather than just work that has to be done. Action Teams allow Camp Sonshine to keep costs down, so campers who would otherwise be unable to come to Camp Sonshine can attend. They also allow the camp to provide conveniences for parents who otherwise would not be able to send their children and/or teens to Camp Sonshine. Types of assignments are listed below.

### **ROTATIONAL ASSIGNMENTS**

- Extended Care - Some campers come early and stay late. We supervise play, and build relationships with the children on this rotation.
- Meal Crew - This team prepares staff lunches in the morning, and helps prepare, serve and clean up dinner.
- Outside Set-up/Clean-up - Work outside setting up water jugs, lawn care and other outdoor duties, including trash duty.
- Inside Set-up/Clean-up - Prepares and cleans the building facilities we use (vacuuming, trash, bathrooms, etc.).

### **NON - ROTATIONAL ASSIGNMENTS**

- Assembly Team - People on this team are in charge of preparing Assembly for campers. They come up with and act out skits for the campers, as well as lead songs with actions and anything else that happens during that time. (Although this assignment is considered non-rotational, it only meets in the morning or in the afternoon. Staff members assigned to the Assembly team will be on rotating Action Teams for the other part of the day).
- Discovery Camp Extended Care - Our preschool and kindergarten campers have their own Extended Care that is supervised by some of the Discovery Camp Group Counselors.
- Bus Supervisors - Program Counselors are assigned to assist with our camper transportation. Bus supervisors build relationships with campers, lead games and songs, keep attendance, and speak with parents.
- Action Team Leaders' Assistants - Some staff members will be assigned to assist an Action Team Leader (a Head Counselor) and will remain at that station all summer.
- Parking Crew - Some staff members are assigned to direct parking during arrival and departure.

### **CAMP DAY ACTIVITY ROTATIONS**

Our camp day is split up into periods (like in school, only much more fun!). A period lasts 35 minutes. Depending on the age group, counselors may have some periods to plan fun activities. But don't worry... you'll be able to share ideas and have time to do some planning during Orientation week.

What happens when it rains? Camp is a place where the unexpected happens all the time, and this is when campers can learn from staff how to be flexible and enjoy themselves in unexpected situations. Our goal is to make Rainy Days so much fun that campers look forward to the next one. If it rains at camp, most of the camper groups move inside and follow the same schedule using rooms in the building. Activities stay the same when possible, and others are modified. Groups scheduled to do a longer activity sometimes do large-group events or go on a field trip.

## **MEETINGS**

We hold required meetings on various evenings. The times are strictly adhered to so counselors can get home and not be deprived of precious sleep time. Here is a listing of our required counselor meetings:

- **Monday: 6:45 - 7:15 PM** - Every Monday during the summer will be staff meeting time with your Head Counselor called Monday Night Practice.
- **Wednesday: 6:45 - 8:00 PM** - A time of worship & prayer.
- **Thursday:** Latestay (weeks 2,4, 6, 8)
- **Friday:** Overnights (weeks 2,4,6,8; Teens weeks: ALL)

**All evening meetings are required.**

Camp Vans will be leaving the grounds approximately 15 minutes after the above end meeting times.



# Appendix

## ITEMS TO RETURN

- Contract and Code of Conduct
- Health History (You can access this in your CampInTouch Account)
- Housing Agreement (if you are going to be living in camp housing)
- Tax Forms (this will be sent to you before the summer. Please make sure you have 2 government approved forms of I.D or a Passport.)
- Vital Stats (You can access this in your CampInTouch Account)

## HANDY DANDY CHECKLIST OF THINGS TO BRING

- Social Security Card (or copy)
- Driver's License or School ID
- Watch and Alarm Clock (This is a necessity!)
- Comfortable, old sneakers (tennis shoes) - one or more pairs (comfortable ones that can get dirty.)
- Hip pack or back pack
- Modest swimsuit (See Dress Code info on page 16)
- Shorts and t-shirts (You will be issued 5 camp staff shirts). Spandex shorts may not be worn unless other shorts are over the top of them.
- A few outfits for church
- Sunscreen
- Bug Spray
- Flashlight (if you have one)
- Water-shoes may be helpful

## GENERAL / FOR HOME \*

- Bedding: sheets (twin), pillow & blanket
- Pillow
- Towel - bath and beach
- Toiletries
- Sleeping bag (if you have one)
- Anything else that will help your summer go more smoothly. (Examples: iPods, iPads, laptops, sunglasses, hat, guitar, etc.)
- Cash (Your first paycheck will be issued mid-summer)
- Snacks or money for snacks
- Bible
- Toiletries
- Vitamins

During Opening Day, there will be trips to area stores (Target and a local grocery store). This may help you know what to pack and what you can purchase here.



Always a towel, water shoes and a change of clothes for everyday of camp.



Campers just care that you are willing to love on them.



A hat, sunglasses, sunscreen are just a few things that a counselor should bring to camp.

## **THINGS NOT TO BRING**

- Any clothing or swimsuit that is questionable in modesty (refer to page 16)
- Drugs, alcohol, cigarettes, weapons, etc.
- A bad attitude
- Your Mom or pet (at least they can't stay)
- Your personal hairdresser or fashion consultant
- More items than what would fit a large suitcase and personal bag. (Think airport! One checked bag and a carry on.)

## **BRINGING SPECIAL ITEMS**

Camp Sonshine cannot be responsible for personal equipment (cars, bicycles, cameras, items of clothing, cell phones, musical instruments, sports equipment, etc.) lost, stolen, or damaged while at camp. You are welcome to bring valuables, but please take into account that you will take responsibility for any damage or loss. Please keep this in mind when deciding what to bring.

# Letters from the past

*You have just chosen one of the best Christian camps in America! How do you feel?! Camp Sonshine is a great place to be. The leaders and head counselors don't just throw you to the wolves - they care for you and will support you.*

*Miriam*

*Dear Prospective Counselor,*

*It is so good that you have thought about joining Camp Sonshine for the summer. I was aware that as part of my contract I had committed myself to trying to grow spiritually, but I felt so dead spiritually that there was nothing to grow! However, I found that being around such a wonderful band of genuine Christians who did not judge me, but were solely interested in reaching children, renewed my lacking faith. Being in an environment that encourages you to grow and develop, while showing you positive role models, has filled up my cup to overflowing. I knew that the Lord always provides, but my experience at Camp Sonshine this summer went beyond my wildest dreams.*

*Kristy*

*Dear Counselor,*

*It's so exciting to know that you've obeyed the Lord and responded to His call. This summer you are going to grow and mature into more of the person the Lord wants you to be. I would encourage you to begin to pray for your campers. Your realm of influence over them this summer is amazing. Pray for open hearts and minds. Throughout the summer, always remember that the Lord is faithful and will complete that which you started here at Camp Sonshine.*

*God Bless,  
Stephen*

*Dear Counselor,*

*I am going to ask you to set aside everything you could possibly think about camp. After my second summer at camp I thought I would walk into a summer that was much like my first, but I was so wrong. God turned my vision, my life, my world upside down. Turn to Him for everything and He will provide for you. Trust in Him. Every day will be a new adventure, and my advice is to not limit God. Take one day at a time. Cherish it and Pray!*

*Sincerely,  
Jodee*

