



Rules and Release Form for Weekend Visitors

Lakeshore Camp & Retreat Center (U.M.A.) may grant permission for visitors to stay weekends between camps. Please understand that this is a time for staff to rest and prepare the camp for next week. All camp weekend visitors must get approval and follow the guideline outlined below. This completed form must be on file by Thursday night prior to the requested weekend.

Weekend Visitation Policy for Volunteer Counselors

In order for a volunteer counselor to spend the off-time between camps on the Lakeshore property, the following conditions must all be met:

- The counselor must be volunteering as a counselor or member of the Leadership team for a camp that will require them to be present on the Sunday of their stay over for Counselor Orientation.
- They must have worked or been a volunteer counselor/leader at a camp that ended on the Saturday of the weekend they will be seeking to stay. Camps ending on a Friday (i.e., Wonder, Joy, Camp, Hope, Primary do not allow for a stayover.)
- Your request to stay MUST be approved by the Executive Director or the Program Director in advance.
- Persons under the age of 18 and/or still in High School MUST have a permission form filled out and signed by their legal guardian and dated for the weekend of their requested stay. (A note from home or a phone call will no longer be sufficient authorization unless the note is notarized and states specifically the following: "I, (the legal guardian), understand that no formal supervision is present over the weekend. I, therefore, accept all liability for my child's welfare and behavior during their stay.")
- They must have a sponsor. Sponsors must be a member of the Summer Staff who will be present for the duration of the weekend.
- Persons who do not meet ALL of these requirements will be asked to leave the property at the close of camp and not return until the time they are expected to report for the camp coming in.

Minimal guidelines and expectations governing the stay over are as follows:

- All policies that govern Counselor behavior during a week of camp will remain in place over the weekend. Persons found in violation of any of these policies will be sent home and will no longer be allowed stay over privileges and may jeopardize their ability to serve in a volunteer position in the future.
- Lights out will be NO LATER than 1 am on Saturday night/Sunday morning
- Camp equipment, supplies, and recreation areas are off-limits unless accompanied by the sponsor. Under no circumstances will those staying over as good as be permitted to utilize the boats, kayaks, canoes, or paddle boats.
- With your guardian's permission on the form reference below, you may travel to Camden for food or supplies. However, since permission to remain at Lakeshore over the weekend is provided as a convenience for those who want to limit their travel, it is expected that, if you desire to travel farther than Camden, New make other housing arrangements for your weekend needs.
- Under no circumstances are our guests allowed to invite another person not meeting the above eligibility requirements to visit them on Lakeshore property. (The Executive Director may give permission for a weekend visitor's parent(s) to visit them upon request)
- Any event another program is in progress during a stayover (i.e., Parent/child camp), the weekend visitor must remain out of the way of the program activities unless asked to serve by those leading the program.
- Weekend visitors may eat from the leftovers in the kitchen if they choose not to go into Camden for their meals. Food products not previously opened should not be opened or prepared. If another program is being served a meal, weekend visitors may eat once all the paying program guests have been served.
- Weekend visitors are expected to clean up after themselves and help out the staff when called upon.

For the Weekend Visitor

I have read the guidelines & rules and understand what is expected of me while staying at Lakeshore. If I break these rules, I know that I may be asked to leave or have my parents come and pick me up.

Signature of Weekend Visitor

Date

For Staff Sponsor

A staff sponsor should be a guide to their guest for the weekend, helping them to find what they need and informing them of camp policies and practices. We expect the sponsor to:

- 1. Make sure the weekend visitor has access to food and a place to sleep for the night
- 2. Stay with or be accessible to the weekend visitor for the entire time they are here
- 3. Make sure the weekend visitor understands and abides by Lakeshore's policies
- 4. Become better acquainted with the weekend visitor and make them feel welcome while here

I understand that I am responsible for my weekend visitor and my weekend visitor's actions while they are here. By signing this, I assure that I will be present to meet my weekend visitor's needs and help my guest abide by Lakeshore's policies. Further, I understand that I may be held responsible should my weekend visitor damage Lakeshore's property or reputation, and I will be reprimanded should I abandon my weekend visitor.

Signature of Guest

Date

For Parent or Legal Guardian (If under 18)

My child and I have read the rules for staying with Lakeshore between camps, and they agree to abide by those rules. I understand that if any of these rules are broken, Lakeshore may require me to come and pick my child up. My child has gotten the necessary approval and secured a staff person of the same sex to sponsor them during this time who will oversee my child's actions and general safety. I understand that during the weekend(s) of _____, between the weeks my child is volunteering at Lakeshore, there will be no plans Lakeshore activity with which 18 or other authority will be consistently supervising the staff. I hereby release Lakeshore, Lakeshore's Permanent Staff, Board of Trustees, and the Memphis Conference of the United Methodist Church from liability for any injury that may occur during the time between check out and check-in for the next camp.

Signature of Parent/Legal Guardian

Date

- I also give my child permission to leave camp during the weekend in question to go into Camden for food and supplies. I release Lakeshore, Lakeshore's Permanent Staff, Board of Trustees, and the Memphis Conference of the United Methodist Church from any liability of injury that may occur should my child decide to leave camp property with the Summer Staff or on their own.
- I do not give my child permission to leave camp during the weekend in question. They are to remain on Lakeshore property for the duration of their time there.