

## Camp Mah-Kee-Nac Rules and Regulations

These rules and regulations form a part of the Camp Mah-Kee-Nac Employment Agreement. If there is a conflict between these Rules and Regulations and the text of that Agreement, these Rules and Regulations shall control.

1. **Gratuities.** Counselor shall not accept gratuities from any person for any purpose.
2. **Appearance.** Counselor's appearance shall be neat and clean, with a moderate hairstyle and his facial hair trimmed, as determined solely by Employer. Earring(s) or any body-piercing jewelry may only be worn outside of camp property on days or evenings off.
3. **Controlled Substances.** Counselor agrees to abide by the terms of the Substance Abuse Policy available on MKN website.
4. **Alcohol.** No alcoholic beverages are allowed on Camp property. The inordinate use of alcohol out of Camp may result in dismissal. Any Counselor who returns to Camp intoxicated is subject to dismissal.
5. **Orientation and Post-camp.** Counselor will report to Camp for pre-camp Staff Orientation Conference and will remain at Camp for closing responsibilities and evaluation meeting for one or two days after the campers leave as deemed necessary by the Director.
6. **Time Off.** Counselor will have six single days off during the Term. The day off starts at 8:00am and ends at 1:00 a.m. Counselors who accompany campers on excursions out of camp, who miss their day off due to the excursion, WILL NOT have the opportunity to make up the missed day. Counselors will have the option not to take part in these excursions. Counselor will have an early evening during each of the middle five weeks of the Term.
7. **Staff Meetings.** Counselor agrees to attend weekly Staff meetings and other special meetings at other times when deemed necessary.
8. **Clothing.** Employer will supply each Counselor with Camp Mah-Kee-Nac staff shirts.
9. **Personal Belongings.** Employer is not responsible for damage or loss to Counselor's personal belongings, whether in transit or at Camp and whether caused by fire, theft, laundry, etc. Employer will be responsible for valuables placed with the Directors for safekeeping.
10. **Cabin Coverage.** It is essential that campers' cabins be covered during the night. Thus, each Counselor must check in and enter cabin no later than 1:00 a.m. every night. Each Counselor will serve OD Nights throughout the summer. All counselors will go to bed at Taps with the campers on the first three nights, the Friday and Saturday of Parents Visiting Weekend and the last three nights of the Camp Season.
11. **Smoking.** Smoking is not permitted in any Camp building, and only in specially designated areas. Failure to comply with this regulation may result in immediate dismissal.
12. **Corporal Punishment.** Corporal punishment or any other exertion of inappropriate power over a camper or another counselor whether physical, sexual or emotional is strictly forbidden. Any staff member who engages in corporal punishment or who uses inappropriate force in any form is subject to immediate dismissal.

Signature:		Date:	
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***By signing above, I acknowledge that I have read and agree to abide by these Rules and Regulations.***