About Us
Rockford Work Camps (RWC), a program of Rockford Urban Ministries, (RUM) in Rockford, IL. Our mission statement is: To transform lives by ministries of social justice. RWC is a faith-based, non-profit ministry providing volunteer labor to help better our city’s low-income neighborhoods, food pantries, homeless shelters, parks and environmental protection areas.

Who Do We Serve?
RWC offers two types of mission experiences:

- Construction program includes renovating housing for low-income, disabled and aging neighbors to help their homes become warmer, safer and drier
- Service program partnering with many of the Rock River Valley’s Non-Profits that serve our neighbors with food pantries, homeless shelters, medical clinics, parks and protected lands

RWC focuses on doing ministry “with” others. Not on, to or for them. There is a big difference in ministry “with” a person as you invite them to be a part of the process of restoration. We encourage you to get to know the people you are serving and discuss their lives when you meet as a group. Talk about how doing ministry “with” another person has been transforming for you and them.
Who Can Come?
All sizes of church, school, and community groups from the Rockford area and across the nation take personal time to make a positive difference in our community through the work that they do and the relationships they build with the residents they serve.

Volunteers should be age 13+ and have the ability to work 5 to 7 hours per day at physically demanding jobs in any weather. Each group must provide one adult leader (over 18) for every 5 youth. Groups of volunteers from 5 to 80 people are welcome.

Scheduling
RWC schedules one to six day work camps experiences all year long, especially during the months of June, July, and August. Week long groups tend to arrive Sunday evening between 4-6 pm and should be packed up by 10:00 a.m. the following Saturday. Opening worship service will be at 8:30 am on your first work day and closing worship service will be at 4:30 pm on your last working day. Sundays are our time to worship and be with our families. We also do not work on major holidays as many of our non-profits, and home owners are unavailable then. Week-long camps work Monday through Friday from 9:00 a.m. to 4:00 p.m. with an hour for lunch and devotions (times can vary). Saturdays work 8:30 a.m to 4:00 p.m. Half days off are encouraged on Wednesdays for groups working five or more days.

Transportation
Groups are responsible for travel to and from Rockford as well as travel to and from work sites. Vehicles must have seatbelts for every passenger. You need one vehicle for every 5-7 people due to the way your groups will be divided.
Accommodations
Groups stay in one of three air-conditioned host churches and sleep in classrooms with separate space for males and females. Bring your own comfy bedding! Higher cost alternatives are available. Host churches will provide all you need for your own meal preparations with limited freezer space. Showers have been arranged. Most even have recreational facilities.

RWC will house your group alone in the hosting church as much as possible. We will house you in the church that best fits your group size and work assignments-unless you have a preference. We will also assign your group together to work on projects in teams of 5-7 people. You will not be mixed with other churches or groups for the most part unless it is a very large project. This gives your church the ability to bond more closely with one another as you work, eat and sleep, side by side. We ask that you bring daily devotions to enhance your discussions with one another at the end of the day when you compare experiences.

Insurance/Medical releases
Each group must provide proof of accident insurance that covers the stay in and the travels to and from Rockford. Groups may provide proof of coverage for the entire group or for each individual group member. Also, each member must submit liability release forms prior to or at time of arrival. It is also suggested that leaders obtain medical information and release forms from the parent or guardian of each youth that participates.
Fees & Payment

Registration fee: $200.00 within 30 days of registering (Applied to your overall costs). Work camps fill up on a first-come, first-serve basis and a group’s place on our calendar will be reserved only upon receipt of a non-refundable registration fee.

Programming fees: RWC charges $35.00 per-person per-night for our service program and $50.00 per-person per-night for our construction program. Construction Projects subject to availability. We ask that 50% of your total fees be paid 90 days before the time of your mission experience, with the remainder being paid 30-60 days before your arrival.

Refunds: Deposits to hold your dates are non-refundable. Payments for your group are refundable at 75% of what you have paid if made prior to 60 days of arrival and 50% of what you have paid if made prior to 30 days of arrival. There NO refunds for cancellations within 30 days of arrival. There are NO individual refunds. Instead we offer your group the opportunity to allow another individual to use the slot that has been paid.

Add On’s: We allow your group to add additional persons to your team even after invoices and payments are complete. Just contact us with their information and bring their payment (if needed) with you.

Donations/Love offerings: RWC does not have funding for the projects you will work on. If your group feels a need to donate additional funding for tools and building materials that allow us to serve our community, these are welcome at your discretion.

Leadership/Supervision

RWC’s Crew Leader (CL) will be the group’s main source of information and assistance. The CL will meet the group upon arrival and oversee the camp experience as the week progresses. Also, groups will have a contact person from their host church and the non-profit being served. There will also be Project Managers to train you on the construction work you will be doing. There is a Program Director that oversees the entire operation and conducts your opening and closing worship sessions.
Partnering With You

Rockford Work Camps is partnering with you. We cannot fulfill our mission to transform lives by doing ministries of social justice without people like you coming along beside us. You are our most valuable asset. You are the hands and feet of Christ. You are the visible church in the world.

All that you say and do while you are out in the mission field is representing Jesus Christ to those whom may not know him yet as their Lord and Savior. Because of this we trust that you will dress, speak and act as ambassadors for Christ on job sites and with our valued non-profits. We have all the faith in believing that You have come to Rockford Work Camps to be the best hands, feet and witnesses to a hurting world that you can possibly be and we thank you in advance.

May God bless you as you plan your mission experience, move forward in ministry and travel to your destination. We will pray for your safety, your experiences and your enjoyment. See you soon!

Grace and Peace,

Jeffrey Brace
Program Director
Rockford Work Camps
815-315-3957
rockfordworkcamps@gmail.com

1Peter 4:10 “Each of you as a good steward must use the gift that God has given you to serve others.”
Participant Registration Form and Release Agreement

Participant Name: ___________________________ DOB: ___________________________

Address: ___________________________ City: ___________________________ State: ______ Zip: ______

Phone: ___________________________ E-mail: ___________________________

Church: ___________________________ City: ___________________________ State: ______ Zip: ______

1st Emergency Contact: ___________________________ Relation: ___________________________

Phone: cell ___________________________ home ___________________________ work ___________________________

2nd Emergency Contact: ___________________________ Relation: ___________________________

Phone: cell ___________________________ home ___________________________ work ___________________________

Physician Name: ___________________________ Phone: ___________________________

Allergies: ________________________________________________________________

Physical Limitations, diet, health concerns: ____________________________________________

Date of last Tetanus Immunization or Booster: ___________________________

Current Medications: __________________________________________________________

Insurance Carrier: ___________________________ Phone: ___________________________

Insurance Identification/Group #: ________________________________________________

Person Insurance is Through: ___________________________ Relation: ___________________________

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with the Rockford Work Camps. I, ___________________________ (Print), acknowledge and state the following:

I have chosen to travel to perform volunteer labor for the organization. I understand that travel or lodging associated therewith entails a risk of physical injury, and that the work and activities may involve hard physical labor, possibly some heavy lifting, and other strenuous activity, and that some activities may take place on ladders and building framing other than ground level. I further understand that I have an option and obligation to decline to do any work for which I feel physically unfit. I certify that I am in good health and physically able to perform the various tasks which may be involved in volunteering at the Rockford Work Camps. I further understand that I am engaging in this project at my own risk and that this is a “grass roots” activity to support individuals in need. I assume all risk and responsibility for any damage and/or injury to my property or any personal injury, which I may sustain while involved in this project, and any related medical costs and/or expenses. In the event of minors in my group, I certify that I have the appropriate parental release forms necessary to allow me to act in their behalf and, by my signature on the agreement, I certify that those in my care will be bound by the same terms and conditions. I understand that it is my responsibility and not that of the supervising agency to verify these items. In the event that Rockford Work Camps arranges accommodations, I understand that they are not responsible or liable for my personal effects and property, and that they will not provide lock-up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time. By my signature, for myself, my estate and my heirs, I release discharge, indemnify and forever hold harmless Rockford Work Camps together with their officers, agents, servants and employees, from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damage which may be caused.

Media Release: My Child has my permission to have his/her name and photograph released to the public media.

Parent/Guardian Signature: ___________________________ Relation: ___________________________

Participant Signature: ___________________________ Date: ___________________________

(Form must be submitted on or before arrival.) Revised 11/30/2016
Group Registration Form

Church/Group/Organization Information

Church/Group/Org. Name: ________________________________________________________
Address:_____________________________________________________________________
City: ___________________________ State: ___________ Zip: _____________
Phone: __________________________ Email: _______________________________________
How did you hear about RWC?: __________________________________________________

Note: Please be sure we have received your deposit check of $200 payable to Rockford Work Camps.

Leader Information

Leader Name: ________________________________________________________________
Address:_____________________________________________________________________
City: ___________________________ State: ___________ Zip: _____________
Phone Number: (W)________________________ (C) _____________________________
Email: ___________________________________ Can we add you to our mailings? Y  N

Requested dates of work camp: 1_________________________  2 ______________________
Arrival Date/Time: _____________________ Departure Date/Time: _____________________
Number /Ages of youth attending:_________/___________  Number of adults _____________
Will your group have transportation and adult supervision for crews of 5-7 people?  Y  N

Please list any specific skills your group has:_____________________________________
____________________________________________________________________________
____________________________________________________________________________

Rockford Work Camps, a division of Rockford Urban ministries. “Putting Feet on Your Faith!”
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Adult and Youth/Children Safe Sanctuary Policy

INTRODUCTION
Rockford Work Camps seeks to assure the physical and sexual safety, emotional well being and spiritual health of children, youth and adults. Scripture and our United Methodist tradition inform us in our belief that all of human life is of sacred worth, perhaps children most of all. Hear the words of Jesus in Matthew 18:5-6: “Whoever welcomes (a) child, welcomes me. If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone was fastened around your neck and you were drowned in the depth of the sea.” With the Book of Discipline, we affirm that our youth and our children are full human beings in their own right. But, because they are vulnerable, they are our sacred trust to whom we have special responsibility (Paragraph 162.III.C). The church is particularly accountable to provide a safe environment for youth/children (Paragraph 161.III.H). “Children must be protected from economic, physical, emotional, and sexual exploitation and abuse” of any kind (Paragraph 162.III.C). Therefore, as a covenanted Christian community of faith, it is the purpose of Rockford Work Camps to conduct all activities and events relating to children/youth in ways that promote the safety and spiritual growth of all of our youth/children, as well as all of the workers with youth/children who also participate in these events.

SCOPE
This policy and its provisions shall apply to all paid staff and unpaid volunteers, whether lay or clergy, who have any contact with adults or youth/children who participate in any Rockford Work Camps activities or events.

PURPOSE
Our purpose for establishing this Adult and Youth/Children Safe Sanctuary Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our children, youth, and adults.

STATEMENT OF COVENANT
Therefore, as a Christian community of faith, we pledge to conduct all business and activities at Rockford Work Camps in ways that assure the safety and spiritual growth of all our staff and volunteers. We will follow reasonable safety measures in the selection and recruitment of staff; we will implement prudent operational procedures in all activities and events; we will educate all of our staff and volunteers regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

ADULT and YOUTH/CHILDREN ACTIVITY GUIDELINES
General Safety Requirements
1. Team leaders and their adult chaperones shall be responsible for the supervision of adults and youth/children on their teams while on the work site or recreation events.  
2. A liability release and medical permission form are required by all volunteers of Rockford Work Camps. These forms will be turned in to the Program Director prior to the start of any work or activities. In the case of an accident that requires medical attention, the team leader will be notified while ensuring the volunteer receives the proper care.  
3. There shall be a first aid kit readily available on the premises and on all work sites.  
4. Team leaders and adult chaperones are responsible for any medicine including supplements that must be administered to a youth/child while at Rockford Work Camps.  
5. All youth/children will consistently remain in groups of four or more people (youth, children and/or adults) unless they are with a family member. Adults will be required to work with at least one other adult.  

Driving Regulations  
1. Only those who are 25 or older may drive a Rockford Work Camps vehicle. If there are passengers involved, the driver shall be at least 25.  
2. Drivers shall possess a valid driver’s license, appropriate insurance and the driver’s record shall conform to any standards required by the Rockford Work Camps insurance company. Drivers shall abide by Illinois state law.  

Sleeping Quarters  
1. Males and females may not sleep in the same room (unless married).  
2. There shall be at least one adult of the same gender in the sleeping quarters but not necessarily the same room when youth/children are present.  
3. Two adults are required for each gender if less than three youth/children are present.  
4. A minimum of eight consecutive hours of sleep shall be scheduled per night. These hours begin with lights out at 11:00 p.m. and end at 7:00 AM, or one half hour prior to breakfast.  

Designated Safety Officer  
1. Rockford Work Camps shall have at least one Designated Safety Officer (DSO) whose job it is to see that background clearances are made for all long term volunteers. Rockford Work Camps is responsible for checking references and backgrounds checks for all paid staff. A DSO will ensure that background checks and other confidential documentation are kept in a safe, locked space. They are also assigned the responsibility of developing, overseeing and reviewing the training of all staff and long-term volunteers. This training may include the following subject areas:  
   • Appropriate boundary guidelines  
   • Examples of Vulnerable Adult or Youth/Child Abuse  
   • Reporting procedures  
   • What to do when you suspect or discover Vulnerable Adult or Youth/Child abuse  
   • Media reporting policies  
2. All DSOs will be trained accordingly and report to the Executive Director.  
3. A DSO will be responsible for carefully documenting all aspects of an abuse incident on the Incident Report Form. This report shall be forwarded immediately to the Executive Director. If the abuse incident involves the DSO or Executive Director the report shall be made to the Chair of the Executive Committee of the Rockford Urban Ministries Board of Directors.  
4. All reports of abuse or suspected abuse shall be reported to a DSO. All DSOs will review any reports or suspected abuse and ensure that appropriate procedures are followed.  
5. If a person reports they have been abused in another setting, the DSO will consult with the Executive Director and team leader and make a determination of who should be
informed; which may include DCFS, law enforcement, etc. In the case of a minor if the parents are not the subject of the abuse, they need to be informed as well.
6. In the event of an incident/investigation, all DSO will ensure appropriate follow through.
7. All DSOs have the obligation to inform the Executive Director of all persons whose behavior they deem to be inappropriate for working with vulnerable adults and youth/children. A DSO shall maintain a list of these people in conjunction with the County Sheriff/City Police. The purpose of this list is to screen those who are working with vulnerable adults and youth/children. Rockford Work Camps is not under any obligation to report the reason for placement of the list with anyone other than the accused.

POLICY FOR SCREENING PAID STAFF AND VOLUNTEERS
1. All paid staff will have a criminal history check prior to employment and updated biannually.
2. All long-term volunteers will provide a current (less than two years old) state criminal history check to the DSO prior to their arrival at Rockford Work Camps.
3. Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a person from participating in the leadership, sponsorship or supervising of any activities or programs with minors or vulnerable adults:
   Any conviction for:
   - Criminal homicide
   - Aggravated assault
   - Crimes related to the possession, use or sale of drugs or controlled substances
   - Sexual abuse
   - Sexual assault (rape)
   - Aggravated sexual assault
   - Injury to a child
   - Incest
   - Indecency with a child
   - Inducing sexual conduct or sexual performance of a child
   - Possession or promotion of child pornography
   - The sale, distribution or display of harmful material to a minor
   - Employment harmful to children
   - Kidnapping or unlawful restraint
   - Public lewdness or indecent exposure
   - Enticing a child
   - Embezzlement
   If other convictions are found (i.e. DWI) either during voluntary disclosure or security background check, the period of time lapsed from conviction to present (for example, 10 years ago), type of pattern of criminal conduct (for example, no other conviction since that time) will be reviewed. This decision will be made by no fewer than two persons, to include the Executive Director in consultation with the Chair of the Rockford Urban Ministries Board of Directors.

CODE OF BEHAVIOR
All paid staff and long term volunteers shall be required to attend an annual orientation and training session that will address the code of behavior, safety guidelines and general policy.
RULES OF GENERAL SUPERVISION FOR ADULTS WORKING WITH VULNERABLE ADULTS and YOUTH/CHILDREN

1. The behavior of adults working with vulnerable adults and youth/children must reflect the highest standards of Christian maturity; foster trust at all times, and be above reproach. Adults engaged in activities or events with vulnerable adults or youth/children present should never engage in sexually suggestive behavior or inappropriate touching.

2. Any sexual or sexually suggestive behavior by an adult toward any fellow worker or event participant at an event where imbalance of power exists between the acting adult and the other person constitutes an abuse of power. Consent is not a defense to an abuse of power. Sexual harassment is any unwanted sexual advance, physical or verbal demand, or sexually suggestive behavior which is perceived as demeaning, intimidating or coercive. Prohibited behavior includes unsolicited and unwelcome contact that has sexual or coercive overtones, including:
   a. Sexually suggestive or coercive communication of any kind such as obscene letters, email, notes or invitations, comments, threats, slurs, epithets, jokes about gender-specific traits or sexual propositions;
   b. Any bullying or intimidation act whether it is physical contact, such as intentional touching, pinching, brushing against another’s body, impeding or blocking movement, assault, coercing sexual intercourse; visual contact, such as leering or staring at another’s body, sexually suggestive gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines; or verbal threats, name-calling, or any unwanted gesture.

3. The following guidelines for touching are to be carefully followed by anyone working with vulnerable adults and youth/children:
   a. Touching should always be initiated by the vulnerable adult or youth/child. The adult should respond to the child’s needs for comfort and encouragement and not base touching on their own emotional needs. Appropriate touching by an adult involves holding hands as part of a group activity; touching only the head or shoulders, and/or a side-on hug of the shoulders.
   b. Touching between an adult and a vulnerable adult or youth/child shall only occur in the presence of other adults.
   c. A vulnerable adult or youth/child’s preference not to be touched should be respected by adults and others. This includes youth to youth and child to child.

4. Anytime an adult thinks that their own or another adult’s behavior towards a vulnerable adult or youth/child, either touching or verbal, may have been perceived as inappropriate, that adult shall report the behavior to the leader in charge or the DSO.

5. All adults shall avoid being alone, one-on-one, with vulnerable adults or youth/children unless parental permission has been given in writing previously. Interaction with vulnerable adults or youth/children shall be conducted within the sight/supervision of at least one other adult. In cases where it is impossible to avoid direct, one-on-one interactions, the following guidelines shall be observed:
   a. If an adult or leader is alone with vulnerable adults or youth/children, two or more vulnerable adults or youth/children shall be present with the adult or leader.
   b. If interactions are being conducted in a room and there is only one adult available, there shall be a roamer on premises and the room door shall remain open.
   c. When private consultation is needed between a vulnerable adult or youth/child and an adult, another adult shall be informed of the activity and of the location in which the activity is taking place. The monitoring adult shall strive to ensure that the consultation takes place in a public space within sight of others but not necessarily within hearing range.

6. Adults shall respect the privacy of vulnerable adults or youth/children when changing
clothing or showering to the extent safety allows. Adults will not be nude in front of vulnerable adults or youth/children.

7. Vulnerable adults or youth/children shall be supervised at all times by at least one adult who is at least five years older than the oldest youth/child who is attending the event as a participant.

8. When only two adults are required for supervision, the second adult shall not be related, i.e., a spouse, parent, sibling or child to the first adult.

9. There shall be one adult chaperone for every four middle/junior high youth (12 – 14 years old) and one adult for every five high school youth (15 – 17 years old).

10. At least 50% of adult chaperones at an activity or event where middle/junior high youth are present shall be at least 21 years old or older.

11. There will be absolutely no drinking of alcohol or use of illegal drugs at or during any activity or event. Any drinking of alcohol or use of illicit or illegal drugs will lead to immediate suspension and/or the removal from church property and work sites.

12. Possession of firearms is forbidden.

RESPONSES TO BEHAVIORS AT AN ACTIVITY OR EVENT
RESPONDING TO BEHAVIORS THAT HINDER OUR MISSION

In addition to the behaviors that are described above, there are other behaviors that are deemed inappropriate for working with vulnerable adults, youth/children and/or hinder the mission and purpose of Rockford Work Camps.

For the first offense:
1. The Executive Director or a DSO shall encourage the person raising the concern to talk directly with the person whose behavior is considered detrimental.
2. If the person raising the concern is unwilling or unable to talk directly on their own with the person in question or if the initial conversation is unproductive, then the Executive Director or a DSO shall meet with the two individuals to seek resolution (separately or together).
3. If a mutually agreed-upon resolution is not possible, then the Executive Director will prescribe a resolution. The offense and resolution is to be documented and provided to the DSO via an Incident Report.
4. Anonymous complaints or evaluations shall be considered unverifiable and, therefore, will have no foundation for being officially addressed.

For repeat offenses:
1. Any persons whose repetitive negative behavior that hinders the mission and goals of the ministry may face review of their participation in activities or events at Rockford Work Camps.
2. Offenses and resolutions are to be documented and provided to the DSO via an Incident Report and archived.

RESPONDING TO INCIDENTS INVOLVING PHYSICAL ACCIDENTS

Incidences that do not require certified medical intervention:
1. Qualified adult renders minor first aid.
2. Notification to parent or guardian as deemed appropriate and documented in the incident log.

Incidences that require certified medical intervention:
1. The person who witnesses the accident shall share this information with a qualified adult and/or staff person.
2. Certified first aid person renders first aid.
3. The Team Leader or a staff member completes an Incident Report.
4. Notification is sent to parent/guardian.
5. Incident Report is forwarded to the DSO for review of safety concerns and appropriate follow-up and possibly investigation.
6. DSO will inform the Executive Director of incident as needed. The Executive Director will determine the need to contact the insurance company.

RESPONDING TO ALLEGATIONS OF ABUSE
1. All reports of abuse shall be treated with utmost seriousness and confidentiality. The highest priority shall be placed on securing the safety of the victim. IN NO CASE shall the accused be confronted until the safety of the victim is secured. In the case of a youth/child, the parent/guardian shall be notified when it is clear it is safe to do so.
2. The person who receives the report of abuse shall immediately share this information with the DSO unless the person suspected of abuse is the DSO; then the report shall be made to the Executive Director and authorities. The DSO is responsible for documenting and completely filling out the appropriate abuse/incident report form and for reporting the incident to the Executive Director and authorities.
3. Any individual accused of abuse shall be immediately relieved of any duties related to Rockford Work Camps and shall be isolated from further contact with other volunteers, guests, and others who may be negatively impacted by the individual's presence until the review process is completed. The accused may not return to their duties until the review process is completed. This applies whether or not the alleged act of abuse occurred on Rockford Work Camps property.
   a. The DSO will review the incident to determine whether additional action is required.
   b. The appropriate parties (RWC, RUM, civil authorities, insurance carriers, etc.) shall be notified.
   c. All information will be held in strict confidence.
4. If the incident becomes a civil matter, the DSO will monitor the investigation until a final outcome is reached. All investigating will be the responsibility of the civil authorities.
5. If there is no civil investigation or once the investigation by civil authorities is completed, the DSO shall review the incident to determine whether any further actions are needed.
6. The DSO will appraise the accused of the process. Only the accusation will be discussed and a mutually agreed-upon witness shall be present (the Executive Director, a local pastor, etc.) in this meeting.
7. After the review process is completed, the DSO will report the findings to the accused. If it is determined that the person has committed an act of abuse:
   a. Any staff member will have their employment immediately terminated.
   b. Any volunteer will be asked to leave Rockford Work Camps immediately and will not be allowed back on the property in the future.
8. All documentation relating to any incident is held in confidentiality and in the DSO's locked files.
9. A list will be maintained in conjunction with the County Sheriff/City Police forms at Rockford Work Camps of those individuals who may not participate in activities involving vulnerable adults and youth/children. This list is held for screening purposes and Rockford Work Camps is under no obligation to explain the reasoning for placement on this list with anyone other than the accused.
10. Failure to divulge information regarding prior violations of these guidelines and policies will result in the permanent removal of this individual from Rockford Work Camps property.
11. Rockford Work Camps obligations to respond to allegations of abuse go beyond the State’s requirements. As Christians, we must also be prepared to respond to others:
   a. Faithful response to the victim. Take the allegation very seriously, respect the victim’s privacy, provide sympathetic concern, do not blame or imply the victim was responsible for the abuse.
   b. Faithful response: Rockford Urban Ministries Board of Directors will be notified as soon as allegations are received. They will be kept abreast of actions and the insurance agent will be informed.
   c. Faithful response to the media: ONE PERSON must be designated as spokesperson in advance and a well thought-out response ready. No other persons shall be permitted to speak to the media about the incident.
   d. Faithful response to the accused abuser: acknowledge that the person is of sacred worth.

RESPONDING TO ILLEGAL BEHAVIOR
Any volunteer or staff person accused of felonious activity shall be immediately relieved of duties and shall be isolated from further contact with volunteers, guests and others that may be negatively impacted. If the felonious activity was not committed during work hours or on Rockford Work Camps property, the Executive Director will have discretion as to whether immediate or remedial action is required following the same procedures as listed above in section C. 1-11. The individual accused of felonious activity may not return to duties until a review has been completed by the Executive Director.

CRISIS COMMUNICATION
1. A well-thought-out plan of response should be kept on file with the Executive Director and the DSO.
2. The RWC/RUM Board of Directors shall be informed of all investigations or allegations of abuse.
3. The designated spokesperson should be someone who can speak calmly and thoughtfully in the glare of publicity; the person should answer questions honestly without adding extra or unnecessary information. They should be given permission to answer questions by saying, “I (or we) don’t know at this time.”
   NO ONE but the spokesperson is authorized to speak on behalf of Rockford Work Camps. The spokesperson must be prepared to state Rockford Work Camps’ policy for the prevention of child abuse, the concern for the safety of the victim and all children, and the procedures Rockford Work Camps has followed to reduce the risk of abuse. The spokesperson will have a prepared statement or written notes and not speak extemporaneously. The spokesperson will never make any statement indicating that Rockford Work Camps does not take the allegation seriously or in any way blames the victim.
Dear Work Groups,

I wanted to let you know about some things to keep in mind for your upcoming trip to Rockford Work Camps.

- We have discovered that Poison Ivy flourished last year and was found on most of our work sites. Please wear long pants, long sleeves and gloves to all work sites! Bring poison ivy relief cream with you.

- Additionally, last summer very hot and humid. Many of your work sites will be outside and we ask that you take measures to cool your body down by taking breaks, drinking lots of fluids, wearing light colored clothing, and tying your hair back.

- There will be opportunities and places for you to swim in the Rockford area so bring a swim suit! We have secured tickets to Magic Waters Water Park (Memorial Day through Labor Day). If you work 5 days with us, we give you one afternoon off for fun. Water Park tickets can also be used in the evenings.

- In hot humid weather, we expect severe storms. Please have an emergency plan in place for lightening, hail, flooding, and strong winds. You will be sleeping in Winnebago County and most of your work sites will be in Winnebago or Boone County. Bring a NOAA weather radio with you to your church for night time weather alerts and set your smart phones to alert you to severe weather for these counties.

- Our non-profit partners have requested that our work crews arrive by 9:00 am, wearing long or capri pants, shirts with sleeves, close toed shoes, and hair pulled back. **Shorts, Tank tops and flip flops are not allowed on non-profit job sites** and will cause you to be sent back to change. Please plan accordingly.

- Some of our sites will feed you lunch and others will offer places for you to get a free dinner. Plan on one to two meals during your stay being provided.

We can't wait to see what God has in store for your stay!

Grace and peace,

Jeffrey Brace, Program Director

Rockford Work Camps
FOR ALL INDIVIDUAL VOLUNTEERS

A COVENANT FOR SUCCESS

We are privileged to have the opportunity to serve our great God by being volunteers in mission. Our primary purpose is to radiate the love of Jesus Christ to all that we meet through all that we are. We are to invest ourselves in the mission and honor God in all we do.

We need to be flexible, adaptable, sensitive, and patient. There may be times when we are in a hurry to get things done, forgetting that delays happen. We will make the best of these quiet moments to rest, reflect, get acquainted with those we are doing ministry with, and play with the children.

Cooperation is the key. We will need to cooperate with many varied persons and conditions. When you find yourself frustrated here are some tools to cope; take deep breath, smile and adopt a positive attitude, especially on days when the weather is not ideal or the working conditions are challenging. Know that God is in control and all will be well.

On-Site Guidelines:

No alcohol or drugs, or any illegal substances of any kind

Refer to crew leader or project manager any changes, suggestions, or concerns

Work to acceptable standards. Do the work as if it were for yourself or a loved one

Ask questions if you are uncertain. Do not assume or guess. There are no dumb questions

Ask before starting a new project. There might be more details than you know

Wear modest, comfortable clothing that covers shoulders (no tank tops or shirtless), loose fitting shorts that are at least fingertip level, toe covering shoes

Use sunscreen and bug spray when outside

Use language that you would in church. No offensive language; includes music and clothing

Keep workspace and living space neat and clean. Safety first!

Don’t criticize, gossip, or start rumors. We are working to further God’s Kingdom on earth.

Rockford Work Camps, a division of Rockford Urban ministries. “Putting Feet on Your Faith!”
rockfordworkcamps@gmail.com • 4509 Highcrest • Rockford, IL. 61107 • (815) 315-3957 • www.rockfordworkcamps.org
Safety Checklist

1. Keep a well lit work area that is free from clutter.
2. Keep tools well maintained in a safe, dry place off site. Do not leave on work sites.
3. Supervisor will instruct how to use power tools and demonstrate proper techniques.
4. Inspect all tools, cords, ladders and equipment prior to use and tag any that need repair. Report all RWC defective equipment to the Crew Leader.
5. Use only three-prong outlets and plugs, double insulated cords, and safety/dead-man switches.
6. All machine guards must be in place and never removed.
8. Use power operated tools whenever possible.
9. If it is necessary to use fuel operated tools, allow to cool prior to refueling, or maintaining and use proper venting in confined spaces.
10. Tools of non-sparking material are to be used if fire or explosion hazard exists.
11. Use the right tool for the job-do not improvise.
12. Carry pointed edged tools facing down and sharp tools with a cover.
13. Wear eye protection whenever job produces debris entering the air, i.e. sawing, insulation, concrete, drywall, or floor removal.
14. Wear dust mask whenever job produces particulates entering the air, i.e. insulation, drywall removal, floor removal.
15. Wear ear protection whenever working with loud equipment, i.e. jack hammer, nail gun, electric saws.
16. Wear protective clothing when working with caustic materials, i.e. insulation, concrete, varnish remover, bleach.
17. Use hardhats when working with heavy materials such as lumber, steel, brick.
18. Do not wear jewelry or loose fitting clothing to work sites.
19. Avoid repetitive motion. Keep hand in neutral position.
20. If at any time you are uncomfortable with a task STOP and ask for help.