

OBJECTIVE

Keep campers' spending money safe.

REPORT TO

Assistant Coordinators

RESPONSIBILITIES

Pre-camp

- 1. Pray for all campers, volunteers and Evangelists.**
- 2. Read and understand the Camp Volunteer Manual.**

Camp

- Arrive at camp Day 0 to set up for check-in on Day 1.**
 - Description of a bank account:
One Manilla envelope per counseling group will contain a Ziploc bag for each camper, holding their money.**
- 1. Evening before Day 1 of camp, create a "bank account" for each counseling group & camper.**
 - Put a counseling group sticker on a manila envelope.**
 - Find the appropriate camper bank stickers for the corresponding counseling group.**
 - Put each camper label on the INSIDE of a Ziploc bag, near the zipper.**
 - Poke a mini hole in the plastic bag, with a paper clip or hole puncher. This allows for the air to escape.**
 - Put the Ziploc bags into appropriate the manilla envelopes.**
 - Organize the manila envelopes by group number, boys in one box (200's) and girls in a second box (100's)**
 - 2. Collect money from church coordinators for their campers during check-in on Day 1 in the gym.**
 - Put this money in their Ziploc bags as you have time or make sure it is well labeled to add to the bags later.**
 - There will be an extra table for leaders to stand at to help you with their larger groups.**
 - 3. Have the bank open during the following times.**
 - Before Morning services for BGMC in the Worship Center**
 - 9:30am-10:00am**
 - All afternoon Rec. Periods in the lower level of Lakeview by store and Geneva Java.**
 - 2:30pm-5:30pm**
 - Assistant Coordinator or Office Coordinator will communicate with you if there are other times the bank is needed.**
 - During off-bank hours, bins of envelopes should be returned to Camp Office and placed in locked storage room.**

- 4. Counselors are the only ones allowed to check out their group's envelope.**
 - **Have them show you their wristband to verify group.**
 - **The envelopes will be divided between boys and girls and organized by group number and color.**
 - **Counselors will supervise campers getting their money out of their "accounts."**
 - **Envelopes should be returned back to the bank for safe keeping asap.**
- 5. Counselors should not be carrying the envelopes around all day. Do not let them leave the area with the envelopes.**
- 6. The bank will be open the morning of Day 4 before the Closing Rally. Any money that is not withdrawn by the time the Closing Rally begins will be donated to BGMC.**
- 7. Help with crowd control in the Worship Center during all services as well as Halftime (counselor break).**
 - **Be present and interact with the kids. Be available to assist with any disciplinary problems that arise.**
- 8. Meal Server.**
 - **Arrive at the time listed on the schedule for the meals you are assigned. You will eat before you serve so please arrive early.**