



Mission Statement

Camp Kesem is a nationwide community, driven by passionate college student leaders, supporting children through and beyond their parent's cancer.

The Need

With 1.7 million cancer cases a year in the United States, there are more than 3 million kids affected by a parent's cancer and Camp Kesem recognizes and embraces this often-overlooked population of children. Because they don't appear sick, their needs are often overlooked and they suffer quietly, leading to academic, social, emotional, and developmental problems.

Roles and Responsibilities

The two Executive Officers (hereinafter "Coordinators") for each committee are expected to work as team to lead their committee. Below is a list of responsibilities shared by both Coordinators. Specific "sub-committee" areas of each committee should be divided between the two Coordinators (i.e. Fundraising Committee - one Coordinator oversees private donors, one Coordinator oversees foundations.) One of the two Camp Kesem Co-Presidents (hereinafter "Co-Directors") will be responsible for providing you with support and guidance throughout the year.

Shared Roles & Responsibilities:

1. Commit to leading your committee for one full academic year.
2. Attend weekly one-hour meetings with the other Committee Coordinators and the Camp Co-Chairs.
3. Along with the other Coordinators, you are accountable for the overall success of Camp Kesem in meeting its goals.
4. Together, you are both accountable for the success of your committee in meeting its goals.
5. Help to recruit students for your committee, delegate responsibilities to your committee members and provide these students with support and assistance as needed.
6. Schedule and co-lead regular committee meetings to keep your committee members focused and inspired, discuss committee tasks, delegate responsibilities, etc.
7. Participate in general Camp Kesem fundraising activities, including making a personal financial contribution to Camp Kesem at a level that is comfortable for you and attending at least one Letter-Writing Party.
8. Attend monthly mass meetings for all Camp Kesem participants (including committee members), where Coordinators are responsible for providing a monthly update on their committee's activities, the group gets re-energized, and discusses major issues/challenges being faced. (ALL committee members are encouraged to attend these meetings.)
9. Attend camp and serve in a leadership capacity at camp as needed. (This role largely depends on the number of campers accepted, which dictates the number of Admin. Staff needed at camp.)

Indiana University Policies

- **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the



person's consent or lack of consent.

- **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.
- **Statement of Non-Discrimination:** Camp Kesem allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Advisor Responsibilities

The faculty advisor of Camp Kesem at Indiana University is responsible for assisting student volunteers in fundraising, abiding by university guidelines, and leading Advisory Board meetings. The faculty advisor oversees the activities of the student volunteers throughout year and makes sure the Co-Directors are managing Camp Kesem at Indiana University in a professional manner.

Meetings

Camp Kesem at Indiana University Mass Meetings are held once a month. Members are notified of the dates, times, and locations of these meetings both through their University email as well as the official Camp Kesem at Indiana University Facebook Page. Attendance at these meetings is crucial for volunteers to receive updates about fundraising and other events to support camp.

Elections

Camp Kesem Nationals recommends Co-Directors for the upcoming school year through an application and interview process. These recommended applicants are presented to the general members of CKIU and elections are held at the final Mass Meeting in April. The current Co-Directors count the votes and reveal the Co-Directors for the following school year.

Dues & Budgets

Camp Kesem at Indiana University does not collect dues in order to be a member; however, it is encouraged that each member fundraises \$500 throughout the year.

Safety Protocols

Within the first 24 hours of being at Camp, each counselor and camper participates in a fire drill as well as an extreme weather condition drill. In order to keep our campers safe, we have a strict policy that prohibits volunteers to post pictures of our campers on any social media sites unless they are specifically for the marketing purposes of Camp Kesem at Indiana University. Two nurses and one mental health professional are present at all times throughout camp. If a camper or counselor gets a minor injury, the nurses can treat it on site. If the nurses deem the injury to be severe, the camp participant is taken to the nearest hospital immediately. There is a designated car and driver on campsite for these purposes. The Admin team of counselors is trained in an Incident Command System that is activated immediately



for serious incidents. Both campers and counselors that attend camp apply through an online process that collects information on emergency contacts. This information is kept in a standards binder at camp that is easily accessible to anyone who needs it.

Emergency contact for all members: 911

Programs Involving Children Policy

Camp Kesem at Indiana University agrees to adhere to the Programs Involving Children Policy in all aspects of involvement. We agree to register events involving children through Protect IU, report suspected child abuse, conduct background checks on our members, and abide by all other aspects of the policy.

Travel Policy

Camp Kesem at Indiana University agrees to adhere to the travel policies set forth by The Office of Risk Management when traveling.

Camp Kesem at Indiana University Coordinator Contract

As a co-coordinator, I agree to abide by the following Camp Kesem at Indiana University policies:

- I. Meeting Attendance Policy
 - A. I will attend the following regular meetings,
 1. Weekly all-coordinator/co-director meetings
 2. Bi-monthly committee meetings
 3. Monthly all-camp meeting
 - B. I may miss up to two (2) all-coordinator/co-director or all-camp meetings per semester. If I must miss a meeting, I will do the following things:
 1. Let both co-directors know of my absence at least 24 hours ahead of time.
 2. Let my co-coordinator know that I will be absent and communicate any relevant information for him/her to share with the group.
 3. Read the electronic copy of the agenda and ask my co-coordinator to catch me up on what I missed.
- II. Contributing to Camp Success
 - A. I will commit to leading my committee for one full academic year.
 - B. My co-coordinator and I are accountable for the success of our committee in meeting its goals.
 1. I will help recruit students for my committee, delegate responsibilities to committee members, and provide these students with support and assistance as needed.
 2. I will monitor my committee's progress relative to the "Milestones" document. If there is a major issue, I am responsible for bringing up this issue at the next all-coordinator/co-chair meeting and asking for help to resolve the issue.
 3. I will provide a verbal and/or written update as requested by my assigned co-chair.
- III. Fundraising
 - A. I will participate in Camp Kesem fundraising activities, including but not limited to the following:
 1. I will make a personal financial contribution to Camp Kesem at a level that is comfortable for me.
 2. I will set up a Kintera online donations page and attend at least one Letter-Writing/Kintera E-mailing Party.
 3. I will help plan and attend at least one large fundraiser during the school year.
 - B. I will help motivate other Camp Kesem members (mainly committee members) to help raise money, organize, and attend Camp Kesem functions.
- IV. Attending Camp
 - A. I will attend Camp and serve in a leadership capacity at camp as needed.



1. If I am unable to attend Camp, I will clearly communicate this to the co-directors ahead of time and provide a legitimate reason why.

Failure to abide by the previous policies may result in removal from Camp Kesem Indiana University.

Connor Kirk
Coordinator Name (Signature)

Olivia Gettelfinger
Co-Director Name (Signature)

Date