

January 2010



Dear Counselor-In-Training Applicant

The warm, sunny days of summer are just around the corner, and the staff of HDYC is hard at work planning yet another memorable year. In our mission to provide an enjoyable and safe camping experience, we are beginning our search for responsible seventeen year olds who are interested in working with and being a role model for HDYC campers.

If you consider yourself to possess these leadership qualities, we invite you to fill out and return the enclosed Counselor In Training application form for the consideration by the HDYC Camp Committee. Please review carefully the enclosed CIT Application Guidelines and Program Expectations.

Please complete the application and return it to the office no later than February 4, 2010. We will be sending all applications received by that date to the Application Review Committee for selection. Please note, any applications received after February 4<sup>th</sup> will not be reviewed.

We look forward to hearing from you soon!

Sincerely,

*Sarah Lewis*

Sarah Lewis  
HDYC CIT Director

Attachments: CIT Application Guidelines & Expectations  
CIT Application  
Reference Forms

*Diabetes Education Services and Social Support Programs*

P.O. Box 196 • Winfield, PA 17889-0196 • (570) 524-9090 • Fax: (570) 523-0769 • [www.setebaidservices.org](http://www.setebaidservices.org)

# *SETEBAID SERVICES,<sup>®</sup> INC.*

## *CIT APPLICATION GUIDELINES*

### *AND*

## *PROGRAM EXPECTATIONS*

We thank you for your interest in the Counselor-In-Training (CIT) Program. Those applying for the CIT Program should have an interest in becoming a senior counselor; the program will be specifically geared toward diabetes resident camp counseling skill development. If you decide you are more interested in the camper aspect of diabetes camp, we encourage you to register for one of our teen camps.

### *What is the CIT Program?*

The CIT program is, as its name suggests, a program for teens with diabetes that develops skills to be a residential camp counselor. Specifically, the program will sharpen mandatory skills that include Camper Health & Safety, Counseling Techniques, Child Psychology, and Diabetes Management. In addition to the mandatory skills that must be mastered for successful completion of the program, there are several other skills that may be included in the program. These skills may include but are not limited to, Outdoor Living Skills, Water Safety, Arts & Crafts, Camp Songs, Sports & Games for Groups, Nature, Map & Compass Skills, and Camp Ceremonies Planning Skills.

The CIT Program will also develop Leadership Skills in the trainees. These leadership skills will be useful while working with campers; the leadership skills will also be useful in school with your peers, in college with peers and in work situations as you move into the working world.

### *What Should Be Your Goals and Objective for the CIT Program?*

Your objective for the CIT Program should be to advance through the progressive program over a period of several levels, including the CIT I and the CIT II levels. Progression through the levels is determined by your experience and time in the program and by your successful mastery of skill levels.

### *How do I progress in the CIT Program?*

To successfully complete the CIT I level, you will be required to have one year in the program where the first week is spent in training and second the week is spent with a mentor counselor. You must reach proficiency in the mandatory skills listed above, leadership responsibilities, and four of the other skills. In addition, you will need to demonstrate an understanding of and an appreciation of the diabetes camping program. We hope that you will realize that learning is continuous process that never ends; and most of all, we hope you enjoy your time in the program and have fun!

To successfully complete the CIT II level, you will need to meet all of the CIT I level requirements and master two additional skills. Those who are completing the Junior Counselor program will be expected to review and evaluate your counseling skills and all skills mastered to date. You will work on your teaching skills and strengthen your leadership skills while gaining practical experience working as an apprentice counselor with your supervisor.

### *Am I eligible for the CIT Program?*

The CIT Program is a residential program and you must live on-site for the entire program with your fellow CITs and Counselors. This experience is an important part of the program because many important activities and duties occur early in the morning and late at night. To be eligible for the program you must be between the ages of 16-17 years for Camp Setebaid® and you must be age 17 for the HDYC.

### *What are this year's CIT Program Dates?*

The HDYC: June 19-26, 2010

Camp Setebaid®: July 31 - August 13, 2010

### *What is the cost of the CIT Training and when do I have to pay?*

The cost for Camp Setebaid's® two week training program, which includes food, lodging, and training materials, is \$880. The cost of the HDYC's one week training program is \$440. If selected, you will be notified and an invoice will be sent to you. Payment in-full will be due by April 16<sup>th</sup>, 2010. If payment is not received by that date, you may forfeit your space in the program to the next eligible applicant; if we make arrangements to hold the space for you after April 16<sup>th</sup> without payment, there will be a late fee of \$35; financial charges may accrue if the payment is more than 30 days late. All fees must be paid in-full prior to camp to participate in the program.

### *What are the expectations of me while I'm in the CIT Program?*

The expectation of all candidates completing applications is that you will be available for the entire CIT Program for which you are applying. And, if selected to participate in the program, you are expected to perform to the best of your ability, participate whole-heartedly in the program and in all camp activities. All CITs will be expected to follow all camp rules and policies. CITs will be expected to show respect for the staff and will follow the medical staff's guidelines and instruction for the treatment of your diabetes.

### *The Application and How CITs are Selected*

You are invited to complete the attached application for a CIT position if you agree to meet the expectations as described above. All applications should be handwritten by the applicant. They should be returned to: Setebaid Services,® Inc., P.O. Box 196, Winfield, PA 17889-0196 by February 4, 2010.

Once the applications are received, your name, address, and phone number will be removed and the application will be sent to each member of the selection committee. The selection committee members will individually review and score each application. A scoring sheet will tabulate numeric scores for each question, and provide a total score for the application. Those applications with the highest scores will qualify the applicant for an interview.

Following the interviews of the top candidates, positions will be offered to those selected by the CIT Selection Committee. The CIT Director will contact those selected and offer them first choice for the CIT Program. After all positions are filled, all other applicants will be informed that all positions were filled by the CIT Director. All applicants should receive notification by March 21, 2010.

These guidelines for the application are an integral part of the application process. By signing the application, you are stating that you understand the expectations listed above and you agree to meet all expectations of the program to the best of your ability.



- 6. Describe your personal goals you hope to accomplish through the CIT Program.
  
- 7. What type of school / community activities are you involved in? Please explain your role in these activities.
  
- 8. Are you employed? If yes, what is your position/role at your employment?
  
- 9. Why do you want to become a CIT?

Please list three references. Forms are included that must be completed and returned from 2 of your references. A written letter is required from one of the references listed below.

Name	Name	Name
Address	Address	Address
City / State / Zip Code	City / State / Zip Code	City / State / Zip Code
(     ) -	(     ) -	(     ) -
Phone Number	Phone Number	Phone Number

*I, the applicant listed above, and my legal guardian signing below, hereby give Setebaid Services,<sup>®</sup> Inc., its staff, and volunteer staff the right to verify the information listed above; we authorize them to contact those listed as references. I, the applicant, have read the cover letter and understand what is expected of me and agree to the terms of the program if I am selected; I have completed this application myself and have answered all questions on this application completely, truthfully, and to the best of my ability. I am available for the entire CIT Program selected above.*

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Month Day Year

**Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Month Day Year

**Be sure to download CIT Reference Forms and include two completed forms with this application.**

**SETEBAID SERVICES<sup>®</sup>, INC.**  
**CIT CODE OF CONDUCT**

**FOR ALL CAMPING PROGRAMS**



**Expected behavior:**

- All CITs are expected to be responsive to the reasonable requests of the CIT Program Director/Unit Leader at the time given. This includes following rules and regulations of the program or event.
- All CITs are expected to participate in all of the programs (when physically able), to be on time and follow through on assigned tasks/responsibilities in a manner that insures the safety, well-being, and quality of the educational/camping experience for self and others.
- Respect everything: Respect yourself! Respect all staff and campers! Be kind and considerate of others. Respect other's opinions and rights. Respect nature. Everything has its place!
- All CITs will act in an age appropriate, responsible manner, recognizing they are role models for others.**
- All CITs will follow the advice of the medical team in regards to their diabetes management. Refusal to follow prescribed insulin doses can result in dismissal from the program.
- All CITs will turn over to medical staff all personal diabetes supplies.
- All CITs will dress appropriately according to the dress code. Dress may depend on the activity.
- CITs are expected to use the "buddy system" at all times. Never be anywhere alone.
- All CITs will refrain from romantic displays and harassment either in public or private situations.
- All CITs will refrain from "non-accidental" swearing.

**Consequences- Any of the following forms of discipline may be used depending on the severity of the situation:**

- Verbal warning (either by program educator, counselor, head counselor/unit leader, or camp or asst. camp director)
- Loss of privilege/activity
- Confiscation of banned item
- Dismissal from program

**There will be zero tolerance\* for the following:**

1. Pranks on anyone (causing harm or destruction to someone or their possessions)
2. Fighting/Bullying
3. Stealing
4. Property destruction
5. Use of drugs, tobacco, or alcohol
6. Possession of firearms or other weapons
7. Sexual activities
8. Inappropriate use of cellular phones, PDA's, or other electronic communication devices
9. Dishonesty regarding diabetes management or use of personal diabetes supplies.

*\*Refusal to follow any of the above zero tolerance policies can result in dismissal from the program. There will be no refunds for dismissal from a program and a dismissal will affect future attendance at any program, including the CIT Program and Senior staff positions. If mid camping evaluation determines the lack of compliance to the program goals, it may result in dismissal from the program at the end of the first week.*

**I have read the above "CIT Code of Conduct" and am aware of the expectations and consequences.**

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Signature of Counselor in Training

Date

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Signature of Parent/Guardian

Date