



ANYTOWN LEADERSHIP CAMP

Parent & Guardian Handbook

Everything your family needs to know about Anytown Leadership Camp: what to expect, how we keep delegates safe and supported, and the policies that make camp a welcoming place for everyone.

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WELCOME

Welcome to Anytown

Thank you for your interest in Anytown Leadership Camp! We are thrilled to offer a one-of-a-kind program that gives teens the opportunity to explore their leadership, learn about diversity and build meaningful relationships.

This handbook introduces you to Anytown Leadership Camp and covers our registration policies, daily life at camp, our expectations for delegates, and the policies and procedures we use to keep every delegate healthy, safe and supported.

Please read through it carefully. We welcome the chance to talk with you about any questions or comments you may have.

Partners in Peace,

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About Anytown

Our Mission: Anytown Leadership Program is a human relations organization dedicated to embracing, educating and empowering young leaders to cultivate inclusive communities.

Our Vision: We envision a just and equitable society that celebrates, appreciates and affirms all people.

About Anytown Leadership Camp

Anytown is a nationally recognized leadership and social justice program for youth ages 14 to 19. Every year, we bring diverse groups of Arizona high school students together for a residential learning experience. Through interactive workshops, simulations and discussions, participants explore topics like prejudice, discrimination and bias. Anytown helps close cultural competence gaps by teaching young leaders the value of diversity and inclusion, and how to recognize and counter stereotypes, bias and bigotry.

Our approach to creating change can be summed up in three words: **understanding through sharing**. Anytown intentionally brings together teens with diverse beliefs and backgrounds to learn respectful, effective ways to discuss difficult topics such as racism, sexism, homophobia, transphobia, classism and ableism. By bringing people together for honest, productive dialogue, an essential step in moving past conflict and division, we build empathy and understanding.

Teens who experience Anytown Leadership Camp leave with the tools to foster inclusion and respect among all members of their communities.

Our Philosophy

Anytown is built on the conviction that inclusive communities committed to honest, open dialogue are the cornerstone of a just society. We see open dialogue as a crucial step toward breaking down the barriers that separate us.

Our Guiding Principles

Anytown Leadership Camp uses these guiding principles to ensure high-quality, safe programming:

- ✓ Our volunteer staff build and maintain positive relationships with delegates, families and our host camp staff.
- ✓ Program spaces are welcoming and engaging, and help delegates feel emotionally, socially and physically supported.
- ✓ Program activities are diverse and supportive of all delegates, regardless of background, race, ethnicity, culture, language, religion, socioeconomic status, gender identity, disability or sexual orientation.
- ✓ Meals and snacks are included every day.
- ✓ Volunteer camp staff receive training and continued support throughout the camp season.
- ✓ Delegates receive constant, interactive supervision, and we maintain a low staff-to-delegate ratio.

Registration & Fees

Who Can Apply

Anyone who will be 14 to 19 years old during the week of Anytown Leadership Camp. Delegates should be physically and emotionally ready to take part in an intensive program that asks them to discuss their experiences with, and attitudes about, human relations and social justice issues. Anytown is a diversity program, and we encourage teens of all backgrounds and identities to apply!

How to Apply

Parents and guardians register their delegate online through our website. Space is limited. If camp fills, a waitlist will be formed on a first-come, first-served basis. You'll receive a confirmation email when your registration is complete.

Camp Fees

Fees include lodging, meals, snacks, round-trip bus transportation to camp and camp memorabilia.

Financial Aid & Scholarships

Anytown Leadership Program, Inc. is a nonprofit organization funded by program fees, donations and grants. We never want a family's finances to decide who gets to experience Anytown, and need-based financial assistance is available. Please contact apply@anytownleadershipcamp.org to learn more.

Payment Schedule

- A \$25 deposit is required at registration to reserve your delegate's spot at camp.
- The balance due date is included in your registration confirmation.
- After registering, you'll receive access to our online payment portal. We accept online payments, payments by phone and checks by mail.
- If full payment is not received by the balance due date, your delegate's spot will no longer be held and the deposit will not be refunded. After that date, we cannot guarantee space will be available when payment is received.

Cancellations

If you cancel before the balance due date, we'll refund your payment, minus the deposit. Cancellations after the balance due date are not refundable. Under extenuating circumstances, an Anytown representative may offer a credit toward a future Anytown camp session.

Receipts for Taxes

Families are responsible for keeping their own payment records for end-of-year tax purposes. Anytown Leadership Camp does not provide yearly itemized statements. Federal Tax ID: 47-2617651.

SECTION 3

Daily Life at Camp

Program Hours: Each day at camp runs from 8 a.m. to 10 p.m.

Camp Programming: Anytown is a residential leadership program for high-school-aged youth, and it's more of a personal growth experience than a traditional summer camp. Throughout the week, delegates take part in experiential workshops, role-playing exercises and presentations designed to deepen their understanding of human relations and build leadership skills, like communicating effectively across differences. For more, check out the FAQ on our website.

A Few Highlights of the Week

Community Circle. Each day, one cabin leads Community Circle with a short (2–3 minute) skit, song or presentation connected to recent programming or the goals of camp. It's a great way to build cabin camaraderie!

Morning Sing. Our daily Morning Sing brings everyone together with uplifting, fun songs to get energized and focused for the day. A group of staff leads each session.

Workshops. The whole community takes part in workshops led by experienced Directors, Advisors and Counselors. Each one centers on a major activity followed by reflection and conversation.

Culture Groups. Delegates explore one of their own identities with others who share it, discussing traditions, beliefs, current events and what that identity means to them. Groups are led by a staff member who shares the identity, and each prepares a short presentation for Culture Night.

Culture Night. A highlight of the week, when we celebrate our diverse backgrounds through music, dance, clothing, objects and traditions. Delegates are encouraged to bring meaningful items from home, such as traditional clothing, family photos, music, quotes or readings.

Opportunity Time. A chance to meet new people and try something new, from large group games and sports to music, board games and hiking.

Cabin Time. Whatever a cabin does, they do together! Cabins might play a game, choose an activity or simply rest and enjoy each other's company.

Talent Night. Bring your instruments, poetry, magic tricks and more to celebrate the talented #PeopleofAnytown!

Getting Ready for Camp

Camp Details Arrive by Email

For the safety of our delegates, we do not publish our camp location. Once registration and payment are complete, families receive camp dates, the camp location, bus drop-off and pick-up details, a packing list and emergency contact information by email.

Transportation

Round-trip charter bus transportation to and from camp is included. Staff ride the bus with delegates.

Letters & Care Packages

Anytown is a technology-free environment, and delegates love hearing from the people who care about them. To send a letter or small care package, bring it with you to bus drop-off and give it to Anytown staff. They'll bring it to camp and hand it out during the week.

Staying Connected During Camp

Cell phones are not allowed at camp (see Section 6), so delegates will not be able to talk with their families during the week. In an emergency, parents and guardians can reach the Camp Director(s) using the emergency contact information provided by email. Follow us on social media for updates throughout the week!

Before Camp, Please:

- ✓ Complete all registration and medical forms, including the medication release if your delegate takes any medication.
- ✓ Let us know about any food allergies, health needs or mental health needs (see Sections 5 and 7).
- ✓ Keep your emergency contact information up to date, and tell us right away if it changes.
- ✓ Review the prohibited items list with your delegate.

Health & Safety

General Safety Measures

- We conduct regular head counts, position staff throughout groups of delegates and use a buddy system so delegates stay together.
- Camp Directors keep current health and emergency paperwork with them at all times, both electronically and in a binder.
- Delegates and staff learn evacuation routes at the start of camp, and fire drills are held on site.
- All medications are stored and locked in the medical staff's office.
- Staff carry first aid supplies on outdoor activities such as hikes.

Emergency Response

We have emergency response procedures in place for a lost delegate, lockdown, evacuation (fire and shelter in place), medical situations, hazardous weather, a dangerous intruder and an active shooter. If an emergency occurs at camp:

1. If it is life-threatening, we will contact emergency medical services (911).
2. If it is not life-threatening, we will determine the right next steps in caring for your delegate.
3. In either case, we will call the delegate's parent or guardian. If we can't reach you, we will try the other emergency contacts on file, and then the delegate's physician.

Our Volunteer Staff

Anytown Leadership Camp is led by highly educated, motivated volunteer staff, including qualified mental health and medical staff. Many adult staff hold CPR and First Aid certifications. Every staff member completes a thorough application, interview and training process, and provides all required child abuse clearances and criminal background checks. Background checks are conducted on all volunteers every year at Anytown's expense. Anytown also trains and mentors qualified teens to serve as counselors; teen counselors are not counted in our staff-to-delegate ratio.

All staff agree to follow our volunteer agreement, including our code of conduct, child abuse prevention policies and confidentiality practices. These policies never replace local, state or federal laws.

Reporting Child Abuse & Neglect

Arizona law requires people who work with children to report suspected child abuse or neglect. Anytown staff must report any suspected abuse or neglect of a delegate, whether on or off camp property and whoever is involved, to state authorities, and must also report any suspected abuse by staff or volunteers directly to Anytown leadership so immediate steps can be taken to protect everyone involved.

Staff Code of Conduct

- Staff model the highest ethical standards and personal integrity, and provide an environment free from intimidation or harassment of any kind.
- Staff never physically, sexually or emotionally abuse or neglect a young person or adult, and accept personal responsibility to protect youth from all forms of abuse.

- Staff share any concerns about suspicious or inappropriate behavior with Anytown leadership.
- A staff member is never alone with a single delegate where they cannot be seen by others.
- Staff dress appropriately for a youth program, with no revealing clothing or clothing advertising tobacco, drugs or alcohol.

Protecting Your Information

Anytown is committed to protecting the confidentiality of all sensitive information, including information about delegates. Staff may access and use sensitive information only for approved purposes, and must keep it physically and digitally secure.

Illness

To help prevent the spread of illness, delegates with a fever, vomiting or diarrhea should not attend camp until symptoms have been gone for 24 hours. If a delegate becomes sick at camp, our medical staff will help them rest and recover, which may include a quiet space away from others and simple over-the-counter remedies. If a delegate does not improve, a parent or guardian may be asked to pick them up for any of the following:

- Illness that prevents participation in activities, or needs more care than we can provide
- Fever (above 100°F under the arm, 101°F by mouth or 102°F in the ear) with other symptoms
- Diarrhea (two or more loose stools) or vomiting
- Rash with fever, unless our medical staff determines it is not contagious

Medication

A parent or guardian must complete the medication release on the registration form before we can give any medication. All medication must arrive in its original container: prescriptions in the labeled pharmacy bottle, and over-the-counter medicine as purchased. Our camp nurse collects all medication from delegates when they arrive at camp. Medications are kept in staff medical kits when appropriate (such as EpiPens and inhalers) or in locked storage, and staff confirm the right name, medication, dose, time and method every time.

Food Allergies

If your delegate has a food allergy, please tell us and outline the steps to take in case of exposure. Camp is not peanut- or nut-free, but if a delegate or staff member has a severe allergy, we may restrict certain foods and will work with our host camp so allergies are never a barrier to eating. Delegates sharing a cabin with someone who has a life-threatening allergy will wash their hands after eating, and delegates are asked not to bring snacks or drinks to camp.

Gender Inclusion

Housing: Anytown recognizes that gender exists on a spectrum. We offer gender-inclusive cabins as well as single-gender cabins, so no delegate has to choose an option that doesn't fit who they are.

Restrooms: Common-use restrooms around camp are gender-inclusive, enclosed and multi-stall. Each cabin uses an assigned restroom, so some cabin restrooms are single-gender and some are gender-inclusive.

Supervision: Our staff are trained in behavior management, child abuse prevention and anti-bullying. Clear expectations about respect, modesty and privacy are set in every cabin on day one and reinforced all week. During sensitive times like showers, at least one adult is nearby, and a staff member is never one-on-one with a delegate without another adult present.

Policies

Non-Discrimination

Anytown Leadership Program, Inc. does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations, including the selection of staff, volunteers and vendors and the provision of services. We are committed to an inclusive and welcoming environment for everyone.

Cell Phones & Electronics

Anytown is an immersive experience designed so delegates and staff can unplug and connect with themselves and each other. Cell phones are collected at the start of camp and returned before delegates board the bus home. Computers, tablets, e-readers, gaming devices and other electronics are not allowed in cabins or program areas and will also be collected. We encourage delegates to make their own music, enjoy meaningful conversation and appreciate the sounds of the outdoors.

Prohibited Items

The following items are not allowed at camp. This list is not exhaustive, and other items may result in discipline:

- Weapons, including ammunition
- Knives of any kind, including pocket knives, multi-tools and camping knives
- Archery gear
- Tobacco products, including cigarettes and vapes
- Lighters, fireworks or explosives
- Alcohol
- Drugs, including marijuana (Arizona's legal age is 21)
- Pornography
- Pets

Personal items such as sports equipment, books, games and musical instruments are welcome at the discretion of program staff, but Anytown is not responsible for loss or damage.

Code of Conduct

Harassment: Anytown forbids harassment of any kind, including slurs, jokes or other verbal, written or physical conduct related to a person's race, color, sex, religion, national origin, citizenship, age, disability or any other identity, as well as any unwelcome conduct of a sexual nature. Violations may lead to being asked to leave camp. All concerns are handled immediately and confidentially.

Bullying: Anytown is committed to a safe environment for every young person. Bullying is intentional, repeated aggressive behavior involving an imbalance of power, and it will not be tolerated in any form, including:

- **Physical** bullying, such as hitting, pushing, kicking or restraining someone
- **Verbal** bullying, such as insults, belittling or name-calling
- **Relational** bullying, such as social exclusion, manipulating friendships, gossip or intimidating gestures

- **Cyberbullying**, including threatening messages, sharing private information, impersonation or excluding someone online
- **Hazing** and **sexualized bullying** of any kind

Encouraging someone else's bullying is also bullying. This policy applies to everyone at camp, delegates and staff alike.

Physical Contact: Our physical contact policy supports a warm, caring environment while protecting delegates and staff. Inappropriate contact will result in discipline, up to being asked to leave camp.

Appropriate	Not Appropriate
• Hugs (see below) • Pats on the shoulder or back • Handshakes, high-fives and fist bumps • Touching hands, shoulders and arms • Arms around shoulders • Holding hands when escorting	• Kisses • Showing affection in isolated areas • Lap sitting, wrestling or piggyback rides • Tickling or massages • Any affection that is unwanted • Comments about someone's body • Touching private areas

Hugs are a long Anytown tradition. Hugs between adults and delegates should always be started by the delegate, be welcome and consensual, happen in public view and last an appropriate amount of time.

Reporting Concerns: Delegates and staff are encouraged to share concerns with their counselor, Advisor or Camp Director(s), who will handle every report with integrity and confidentiality. Any staff member who sees suspicious or inappropriate behavior, such as seeking one-on-one time with a delegate, giving individual gifts or making suggestive comments, must interrupt it and report it to leadership immediately.

Behavior Expectations

We want every delegate to have the best experience possible, so we ask all delegates to:

1. Follow staff instructions promptly to keep everyone safe.
2. Show respect for all delegates, staff, equipment and property, with no insults, teasing, threats or bullying.
3. Make a real effort to take part in the program, and don't disrupt activities others are enjoying.
4. Keep hands, feet and objects to yourself unless part of a staff-led activity. No hitting, fighting, theft or damage to property.
5. Stay with assigned staff during scheduled activities unless given permission to leave.
6. Use appropriate, inclusive language, with no demeaning or offensive words.
7. Clean up after yourself to keep camp clean and safe.

Discipline Steps

Staff always try to redirect behavior before problems grow. If a delegate is unable to follow the expectations above, these steps are followed:

1. **Verbal warning** and redirection by staff.

2. **Alternate activity:** a Camp Director removes the delegate from the activity to calm down or do something else until ready to rejoin.
3. **First parent contact and written warning:** the parent or guardian is called and told further action may follow.
4. **Second parent contact and written warning:** the parent or guardian may be asked to speak with their delegate.
5. **Third parent contact and dismissal:** the parent or guardian is asked to pick up the delegate immediately from camp. The delegate may not return for the rest of the session, the family receives an incident report, and camp fees are not refunded.

A delegate doesn't need to repeat the same behavior to move to the next step, and serious misconduct can skip steps. A delegate who strikes or threatens someone moves directly to parent contact. A delegate who seriously harms or threatens to harm someone, or who sexually harasses anyone, may be dismissed immediately after review by the Camp Director(s).

Incident Reports

For any serious incident, staff complete an incident report that is reviewed by the Camp Director(s) and can be shared with parents on request. It includes the date, time and place; the people involved and staff present; a detailed description; the Camp Director's signature; and the plan of action.

Confidentiality

All conversations with families about incidents are confidential. If more than one delegate is involved, staff will only discuss consequences for your own child, and delegates involved in the same incident may be at different stages of the discipline process.

Questions or Concerns

We treat every delegate and family with respect and ask families to do the same. Please direct any questions about program or staff decisions to a Camp Director, not to counselors. If you are not satisfied with the response, you may request a meeting with Anytown's Executive Director.

Mental Health

At Anytown, we care deeply about the mental and physical health of every delegate and staff member in our care. To partner with families and plan for success, we ask parents and guardians to tell us about any significant mental health needs as early as possible, and to err on the side of sharing. Once camp has begun, it is very difficult to support a significant need that wasn't disclosed and planned for.

There is no one-size-fits-all response to mental health, so these guidelines help our staff navigate each situation. We are grateful to have mental health professionals on site who support individual delegates and advise our team. Any concern shared with a volunteer staff member goes to a Camp Director immediately, and our team responds with compassion and sensitivity in every situation.

Anxiety, Panic Attacks & Depression

Many delegates with anxiety or depression have a successful week at camp, especially when families share this information ahead of time so our team can prepare. If a delegate cannot take part in most of our programs, needs intensive one-on-one support to get through the day, or cannot be kept safe during less-supervised times, our resources may not be able to meet their needs. If a delegate shows signs of anxiety or panic, our medical staff will be called right away. Our goal is always for delegates to stay at camp, but if a situation is beyond what we can safely support, we will contact you to decide the best path forward together.

Suicidal Thoughts

Delegates experiencing serious thoughts of harming themselves usually cannot be supported safely at camp, because volunteer counselors cannot see every delegate at all times. Delegates with some history of these thoughts may be able to attend, depending on our resources and their well-being. To protect every delegate, Anytown may send a delegate home who is engaging in or discussing suicide at camp.

Self-Harm

Sharing any history of self-harm is essential. We ask families and their delegate's care team at home to talk with us before camp so we can decide together whether camp is a good fit. Anytown may send a delegate home who is engaging in or discussing self-harm, and families will be notified immediately of any related concerns.

Eating Disorders

Sharing any history of an eating disorder helps us support a successful week. We are not able to monitor each delegate's food intake at every meal, so our mental health and medical staff will work with you to decide whether your delegate can be safely supported at camp.

Parent & Guardian Statement of Understanding

By submitting the Anytown Leadership Camp registration form, I acknowledge and agree that:

- ✓ I have received and reviewed the Parent & Guardian Handbook, and Anytown has met its obligation to inform me of its policies and procedures. If I have questions about any part of it, a staff member will clarify it for me.
- ✓ I agree to follow all program policies, with special attention to the Non-Discrimination Policy, Cell Phones & Prohibited Items, Code of Conduct, Behavior Expectations and Mental Health guidelines.
- ✓ I understand that weapons and ammunition, knives, archery gear, tobacco and vape products, lighters, fireworks and explosives, alcohol, drugs, pornography and pets are prohibited at camp.
- ✓ I understand my delegate may be dismissed from camp if they verbally or physically threaten another delegate or staff member, or if their mental or physical health needs are beyond what Anytown can safely support.
- ✓ I understand that prescription medication must be sent in a current prescription bottle, over-the-counter medication in its original container, and that staff may only give medication as directed on the container.
- ✓ I understand there are risks in any outdoor camp program, including slips and falls, insect bites, ticks, poison ivy or other injury. I certify that my delegate is able to take part in daily camp activities, and I will reinforce camp safety rules.
- ✓ I am aware that some activities are physically, emotionally and mentally demanding, and I will contact a Camp Director with any concerns about my delegate's ability to participate.
- ✓ I understand that refunds and credits are not issued for delegates asked to leave camp for violating camp policies or the Code of Conduct. Credits are only issued if the program is closed due to severe weather or facility closure and other arrangements cannot be made.
- ✓ The information in my registration and medical paperwork is correct and complete to the best of my knowledge, including all important medical information, and my delegate has permission to take part in all activities except as noted.
- ✓ Anytown may photograph or record my delegate for promotional and camp purposes. I grant Anytown permission to use these photos and videos in any of its publications, including online, without payment, and I waive any right to inspect or approve them or receive compensation.
- ✓ I agree to hold harmless Anytown Leadership Program, Inc., its agents and volunteers for incidents of bodily injury or property damage or loss while my delegate takes part in an Anytown activity, on or off camp property.
- ✓ Registration forms must be complete and submitted by the registration deadline. My delegate is not registered until all required deposits and fees are received and processed. Registrations are processed in the order received, and cancellations after the balance due date will result in the loss of the deposit and may result in the loss of camp fees paid.
- ✓ Anytown has permission to arrange emergency transportation and treatment for my delegate in the event of an illness or injury.

SECTION 9

Stay in Touch

We're here to help! Please reach out with any questions about camp, registration or this handbook.

Email: apply@anytownleadershipcamp.org

Website: AnytownLeadershipCamp.org

Mail: Anytown Leadership Program, Inc., P.O. Box 20242, Phoenix, AZ 85036

Follow Anytown on social media for camp updates, photos and stories from the [#PeopleofAnytown](#).

We can't wait to welcome your delegate to Anytown!

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