

## PROPOSED DOCUMENT MANAGEMENT POLICY

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### CODE OF CONFIDENTIALITY

**“In recognizing the confidential nature of information that comes before the Eliot Board and Staff, such as: medical information, financial information, marital and relational status, personal complaints and evaluations, other private information,, the Board and Staff of Eliot Institute shall adhere to professional standards of confidentiality.”**

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<u>DOCUMENT</u>	<u>HANDLER</u>
<p><b>ANNUAL REPORT, NONPROFIT CORPORATION</b></p> <p>Our nonprofit agreement with the State of Washington requires a registered office and registered agent. The agent and Corporate Secretary do not need to be the same person. Our registered office is the home of our registered agent. The annual report is mailed by the state to this address. The form is then filled in, signed and submitted annually to the Washington State Secretary of State by the Corporate Secretary. The original will be kept by the Board Secretary in a permanent file. The Corporate Secretary should maintain a “copy” file and send a photocopy to the Bookkeeper.</p>	<p>Corporate Secretary Board Secretary Bookkeeper</p>
<p><b>BOARD MEETING REPORT, ADMINISTRATOR’S</b></p> <p>Before each Board Meeting the Administrator prepares a written report. This can be e-mailed to board members prior to the meeting or presented at the Board meeting. It can include:</p> <ul style="list-style-type: none"> <li>☞ Speaker Contracts received</li> <li>☞ Camp Staff Registrations, Contracts Received</li> <li>☞ Camp Registrations to date</li> <li>☞ Information regarding status of camps (dates, contracts, etc.)</li> <li>☞ Identify issues vital to the Eliot experience and ensure that they are brought to the attention of the Board</li> <li>☞ Dates of upcoming PNWD, UUA, CUC, CU2C2 and Eliot events, deadlines</li> <li>☞ Work related concerns</li> <li>☞ This report will be sent to the Board Secretary for the board records and minutes.</li> </ul>	<p>Administrator Board Secretary</p>

<p><b>“CAMP ARCHIVE FILE”</b></p> <ul style="list-style-type: none"> <li>☛ The Administrator will prepare a file for each camp/conference containing the following: <ul style="list-style-type: none"> <li>☛ a. Facility contract</li> <li>☛ Speaker Contract</li> <li>☛ Chaplain Contract</li> <li>☛ Camp Directory/Roster</li> <li>☛ Special Camp Mailings (two copies)</li> <li>☛ Camp Newsletters (four copies each)</li> <li>☛ Other information pertinent to that camp</li> </ul> </li> <li>☛ After the camp is over the Administrator will give the file to the Board Secretary.</li> <li>☛ The Board Secretary will add evaluations and reports to the file as they are presented.</li> <li>☛ The Board Secretary will maintain a list of all camp staff in Archival form.</li> <li>☛ Speaker, Facility and Chaplain Contracts are to be placed in the minutes. All other materials will be maintained in the Eliot Archives.</li> </ul>	<p>Administrator Board Secretary Archivist</p>
<p><b>CAMP MAILINGS</b></p> <p>Eliot Administrator is responsible for placing a copy in “Camp Archive File”.</p>	<p>Administrator</p>
<p><b>CAMP NEWSLETTERS</b></p> <p>The Newsletter Editor at each camp is responsible for seeing that the Administrator or Board Secretary receives four copies of each day’s newsletter. These copies are retained by the Board Secretary for one year and then sent to the Eliot Archives.</p>	<p>Newsletter Editor Administrator Board Secretary Archivist</p>
<p><b>CAMP PACKET</b></p> <p>A “Camp Packet” is given to each “family” upon arrival at camp. It usually contains a roster, name tags for each family member, the first camp newsletter, evaluation forms for each adult and child family member (Youth evaluations go to Youth Advisor), camp assistance questionnaire and any other materials suggested by Board, Dean, staff, etc.</p>	<p>Administrator</p>
<p><b>CAMP REPORT, ADMINISTRATOR’S</b></p> <p>Within four weeks after each conference, prepare and send to board, a conference report. This could include:</p> <ul style="list-style-type: none"> <li>☛ Number of attendees from each state, province, etc.</li> <li>☛ Number of attendees who were first time campers</li> <li>☛ Number of attendees in each age group, i.e. adults, young adults (18-21?), youth, MAGs, etc.</li> <li>☛ Number of people who canceled; number of people left on waiting list</li> <li>☛ Number of hours spent working on this conference</li> <li>☛ Problems with registrations</li> <li>☛ Comments on camp, procedures</li> <li>☛ Identify issues vital to the Eliot experience and ensure they are brought to the attention of the Board</li> </ul>	<p>Administrator</p>

<p><b>CAMP REPORT, BOARD REPRESENTATIVE</b></p> <p>After camp, the Board Representative is to make a written report of their impression of the camp - what went well, where improvements are needed, any concerns the board needs to address. This report will be e-mailed to the Board Secretary who will forward it to the Board. The report should not use comments that disparage individual staff members or volunteers by name, but by title only. In cases where an individual needs to be named, this should be reported to the Board at its next meeting. Reports approved by the Board will be forwarded to the Dean(s) of the camp and to the next Dean.</p> <p>The Dean of the next camp will place a copy of this report in the Dean Manual and the Board Secretary will place a copy in the Archives.</p>	<p>Board Rep Board Secretary Deans Archivist</p>
<p><b>CAMP REPORT, DEAN'S</b></p> <p>Camp Dean's and Staff Reports: The Dean(s) of each camp is responsible for preparing his/her/their own report and gathering reports from other pertinent camp staff members. Deans shall not record in their reports negative comments that disparage individual staff members or volunteers by name, but by title only. (If an individual needs to be named, these comments should be made in a letter to the board and sent via post to the Board Secretary or President.) All reports should be e-mailed to the Board Secretary within a month of the camp.</p> <p>The Board Secretary will forward the report to the Board. After approval of the Board, the report will be forwarded to the next year's Dean(s).</p> <p>Deans are directed to place a hard copy of the report in the Dean Manual. The Board Secretary will place a copy in the Eliot Archives.</p>	<p>Deans Board Secretary Archivist</p>
<p><b>CODE OF ETHICS</b></p> <p>This is an agreement all camp staff must sign. It is to be on the same page as the Camp Staff Contract. See Camp Staff Contract for routing of this document.</p>	<p>Administrator All camp staff</p>
<p><b>COMMUNITY CREDO FOR ELIOT</b></p> <p>A camp credo written in 1992 by camper, Andy Simon. It is often used at camps during intergenerational worship or orientation meetings. It can be found in the Communications Section of the Camp Manual.</p>	<p>Deans</p>
<p><b>CONFERENCE ASSISTANCE QUESTIONNAIRE</b></p> <p>This form asks camper for input on future speakers and programs plus interest in being on staff at a future camp.</p> <ul style="list-style-type: none"> <li>☞ Placed in the "Camp Packet" by Administrator</li> <li>☞ The Administrator collects completed forms at camp and gives/sends to Board Secretary..</li> <li>☞ The Board Secretary prepares a summary list of volunteers and sends it to the board and to the Deans of the camps for which the person is volunteering.</li> </ul>	<p>Administrator Board Secretary</p>
<p><b>CONTRACT, ANNUAL STAFF</b></p> <p>All board staff sign an annual contract. The contract is co- signed by the Board President. The originals should be kept in the Administrator's files.</p>	<p>Board Staff President Administrator</p>

<p><b>CONTRACT, CAMP CHAPLAIN</b></p> <p>☞ The Board President, upon approval of the Board, will direct the Eliot Administrator to send two copies of the Chaplain Contract signed by the Board President or designee to the selected Chaplain along with a camp registration form if needed.</p> <p>☞ The Camp Chaplain retains one original and returns the other to the Eliot Administrator to be placed in the appropriate “Camp Archive File”.</p> <p>☞ The Administrator informs the Board President, and the Board Representative that these contracts have been received and said person is registered.</p>	<p>Board President Administrator Camp Chaplain Board Secretary</p>
<p><b>CONTRACT, CONFERENCE STAFF</b></p> <p>This form is sent by the Dean(s) to all camp staff receiving camp credits. It must be signed and returned, along with a completed Registration form (if not already received). The Eliot Code of Conduct is also on the form and must be signed.</p> <p>After camp these forms are retained by the Administrator for one year and then destroyed.</p>	<p>Administrator Camp Staff</p>
<p><b>CONTRACT, DEAN</b></p> <p>☞ The Board President, upon approval of the Board, will direct the Eliot Administrator to send two copies of the Dean Contract to the selected Dean(s) along with a camp registration form if needed.</p> <p>☞ The Dean(s) retain one original and return the other to the Eliot Administrator to be placed in the appropriate “Camp File”.</p> <p>☞ The Administrator informs the Board President, and the Board Representative that the contract(s) has been received and said person(s) is (are) registered.</p>	<p>Board President Administrator Dean(s)</p>
<p><b>CONTRACT, FACILITY</b></p> <p>☞ Contracting with the selected camp/conference site will be executed by the Treasurer.</p> <p>☞ This contract will be placed in the Administrator’s “Camp Archive File”.</p> <p>☞ The Administrator will share appropriate information with the Dean(s).</p> <p>☞ After camp, this document goes to the Board Secretary for inclusion in the Board minutes.</p>	<p>Administrator Contracting Facility Treasurer Board Secretary</p>
<p><b>CONTRACT, SPEAKER</b></p> <p>☞ Upon direction of the Program Committee Chair (after approval of the Board), the Eliot Administrator sends two copies of the Speaker’s Contract to the Speaker along with a camp registration form.</p> <p>☞ The Speaker retains one original and returns the other to the Eliot Administrator to be placed in the “Camp Archive File”.</p> <p>☞ The Administrator, informs the Board President, and the Board Representative that the contract has been received and said person is registered.</p>	<p>Program Chair Administrator Theme Speaker</p>

<p><b>CONTRACTS (All)</b></p> <p>☞ When all contracts and registration forms for speakers and camp staff at a camp have been completed the Administrator will compile a master listing of all staff, indicating the camp credits for each, and provide the list to the Dean, Bookkeeper, Treasurer and Board Representative for that camp by the staffing deadline</p> <p>☞ Upon receipt the Administrator will enter camp credit information into the Eliot database.</p> <p>☞ After camp a complete list of camp staff with position and camp credits will be e-mailed to the Board Secretary for inclusion in the Eliot Archives.</p>	<p>Administrator Board Secretary</p>
<p><b>CRIMINAL BACKGROUND CHECK</b></p> <p>B. The Administrator is responsible for completing Criminal Background checks on all staff working with children and youth. (The Dean should notify these people that a Criminal Background check will be done at the time they agree to a staff position.) The Administrator will let the Dean know when the police check has been received.</p> <p>C. The completed forms are retained by the Administrator (usually valid for two years) and given to the Board Secretary when they are no longer valid.</p>	<p>Administrator Camp Staff Board Secretary</p>
<p><b>DEAN'S LETTER TO CAMPERS</b></p> <p>Approximately six weeks prior to camp, the Dean writes a letter to the Administrator for inclusion in the pre-camp newsletter. This may include the following information: camp staff, special events that will be happening at this camp, things to remember to bring, etc.</p>	<p>Dean Administrator</p>
<p><b>DEAN'S STARTER KIT</b></p> <p>The Board Representative is responsible for collecting the Dean's Starter Kit and giving it to the Administrator who will then make sure the enclosed material is up-to-date before giving it to the next Dean.</p>	<p>Board Rep Deans Administrator</p>
<p><b>ELIOT BY- LAWS</b></p> <p>A copy of these can be found in the Board Policy and Procedure Manual. The Board Secretary is responsible for keeping the By-laws up-to-date and distributing them.</p> <p>The Administrator is responsible for having a copy available for viewing at each camp.</p>	<p>Board Secretary Administrator</p>
<p><b>ELIOT MISSION/VISION STATEMENT</b></p> <p>The Board Secretary is responsible for seeing a copy of this document is in the Board Policy and Procedure Manual.</p> <p>The Board Representative is responsible for displaying a copy of this statement at camp.</p>	<p>Board Rep</p>
<p><b>EVALUATION FORM, BOARD STAFF</b></p> <p>This form is used by Board Staff and the Board to evaluate the performance of appointed staff during the past year. The evaluation process usually takes place during the fall, with the staff person evaluating themselves along with an evaluation from any Board Member working closely with that staff person.</p>	<p>Board Staff Personnel Committee</p>

<p><b>EVALUATION FORM, CAMP</b></p> <p>B. An evaluation form for each camper is placed in each “Camp Packet.” (See “Camp Packets”)</p> <p>C. The Board Representative will notify campers via newsletter and meal announcements where to return evaluations at end of camp.</p> <p>D. At the end of camp the Administrator collects the evaluations and sends/gives them to the Board Secretary.</p> <p>B. The Board Secretary collates the responses and e-mails a report to the Board. When the report is approved pertinent comments are e-mailed to that camp’s Deans, to that camp’s future Deans, and the camp facility.</p> <p>C. A hard copy of the entire report is retained in the Eliot Archives.</p> <p>D. A hard copy should be kept in the Dean manual for probably 2-3 years or is available via e-mail from the Board Secretary..</p>	<p>Administrator Campers Board Rep Board Secretary</p>
<p><b>FIELD TRIP PERMISSION FORM</b></p> <p>This form is found on the reverse side of the Medical History and Treatment Authorization Form. Parents of campers fill in and sign this form to allow their child(ren) to leave the camp facility grounds with their class under the supervision of a qualified camp teacher. The forms should be in the possession of the Coordinator of the group (see Medical History and Treatment Authorization Form section for details.)</p>	<p>Parents Camp Program Staff</p>
<p><b>HOUSE FACILITATORS HANDOUT</b></p> <p>The Volunteer Coordinator gives a copy of this handout to each House Facilitator to be used the first evening of camp at individual house meetings.</p>	<p>Volunteer Coordinat or</p>
<p><b>HEALTH AND SAFETY GUIDELINES FOR CHILDREN</b></p> <p>These guidelines can be found in the Camp Manual under “Camp Communications”. A copy of these guidelines should be sent to every family bringing a child to camp.</p>	<p>Dean or Children’s Director</p>
<p><b>INSURANCE POLICY</b></p> <p>Each year the Finance and Safety Committees review our insurance policy and renew it. The Administrator keeps the original copy and keeps with materials to be present at each camp.</p>	<p>Administrator Finance Committee Safety Committee</p>
<p><b>INVENTORY</b></p> <p>This is an e-mail document kept by the Administrator. At the end of camp the Volunteer Coordinator (Seabeck camps) or Operations Manager (Naramata camp) is to note what supplies are needed and which are still available. The list is then passed on by the Administrator to next Operations Manager or staff person requesting the information..</p>	<p>Administrator Operations Manager (Naramata) Volunteer Coord. (Seabeck)</p>
<p><b>INVOICE, REGISTRATION</b></p> <p>Approximately three months before a camp the Administrator mails an invoice to each camp family requesting payment for the remainder of their fees.</p>	<p>Administrator</p>

<p><b>MAIL BACK FORM</b></p> <p>This form is sent to campers usually with the invoice or two months before camp to get input on such things as: volunteering to help at camp; changes in registration information; menu preferences (vegetarian, etc.); and do they expect to participate in the morning discussion group (adults).</p>	<p>Administrator</p>
<p><b>MANUAL, BOARD</b></p> <p>The Board Secretary is responsible for maintaining the Board Manual. The original is available at every meeting. Information can also be provided via e-mail. Many parts of the manual can be found on the Eliot Institute website.</p>	<p>Board Secretary</p>
<p><b>MEDICAL HISTORY AND TREATMENT AUTHORIZATION</b></p> <p>This form is sent by the Administrator with the Registration Invoice. Each camper under the age of 18 must submit this form plus the Field Trip Permission Form to the Eliot Administrator before s/he can be admitted to camp. These forms are kept at camp in the office and a copy of each goes to each program leader, i.e. Children’s Program Coordinator, MAG’s Director, or Youth Director.</p>	<p>Campers Administrator Program Leaders</p>
<p><b>MINUTES, BOARD MEETING</b></p> <p>Minutes are to be sent via e-mail by the Board Secretary to the Board, Board Staff, Deans, and others (as directed by the Board) within two weeks after each Board meeting. In addition, a brief “capsule” report can be e-mailed to Board members, Board staff and Deans as soon after the meeting as possible. A copy all minutes for each year will be collated into a binder and kept as part of the Eliot Archives by the Eliot Archivist.</p> <p>Board members need to keep a copy of the minutes in their working manual for at least one year.</p>	<p>Board Secretary Board Members Archivist</p>
<p><b>NOTES, CAMP</b></p> <p>The Board Camp Representative is responsible for making sure someone takes notes at each All-Camp gathering ( if the Eliot Board Secretary is not at camp) and getting them to the Board Secretary for the Eliot records.</p>	<p>Board Rep Board Secretary</p>
<p><b>PUBLICITY</b></p> <p>A copy of all publicity is given to the Archivist for the Eliot Archives.</p>	<p>Communications Committee Administrator Archivist</p>
<p><b>REGISTRATION FORMS, CAMPER</b></p> <p>Camp application forms can be found on the Eliot website or at most camps and board meetings. All information required on the form must be completed before registration can take place. The application must be accompanied with a \$50 deposit for each camper listed on the form, unless camp credits will cover fees entirely.</p> <p>☺ The form is sent to the Eliot Administrator</p> <p>☺ Disposal: After camp these documents are shredded</p>	<p>Campers Administrator</p>
<p><b>REGISTRATION FORM: DEAN, SPEAKER</b></p> <p>These people are required to be registered for camp at the time they enter into their staff contracts.</p>	<p>Dean Speakers</p>

<p><b>REGISTRATION FORM: ALL OTHER CAMP STAFF</b></p> <p>The Dean is responsible for making sure each staff person has applied to camp.</p> <p>The Dean will inform the Administrator of the name and position of each staff person as s/he is selected.</p> <p>The Administrator will inform the Dean when a staff person has registered.</p>	<p>Dean Administrator Camp Staff</p>
<p><b>REIMBURSEMENT REQUEST FORM</b></p> <p>These forms are used by anyone requesting reimbursement for Eliot expenses.</p> <p>Camp staff requesting reimbursement must submit their completed form to the Dean. The Dean then signs all forms approved of and gives them to the Administrator at camp or sends to the Bookkeeper after camp.</p> <p>Board members and Board staff may have their forms approved by the President or Administrator and then send or have sent to the Bookkeeper.</p> <p>The Administrator needs to keep a supply of these on hand and bring to board meetings and camps.</p> <p>Completed forms are kept in the Bookkeeper's files for _____ years.</p>	<p>All requesting reimbursement Bookkeeper Administrator</p>
<p><b>ROSTER: CAMP</b></p> <p>The Administrator is responsible for preparing a roster of a camp attendees for each camp. A copy is placed in each "Camp Packet" and four copies are put in the "Camp Archive File". Extra copies should be available for each camp</p> <p>The roster includes: a list of all Camp Staff; Board of Trustees information: names of trustees, staff members; Alphabetical list of campers with housing assignments; Map of grounds; Overview of week (either here or in newsletter); Mission Statement of Eliot Institute; and perhaps the Eliot Camp Survival Guide.</p> <p>The Board Secretary keeps a copy of this roster in the Eliot Archives.</p>	<p>Administrator Board Secretary</p>
<p><b>ROSTER, ELIOT BOARD AND BOARD STAFF</b></p> <p>The Board Secretary is responsible for maintaining a current roster of all Eliot Board Members and Board Staff and distributing it to same via e-mail.</p> <p>Board Members and staff are responsible for letting the Board Secretary know of any changes to their listing.</p>	<p>Board Secretary Board Members &amp; Staff</p>
<p><b>ROSTER, ELIOT COMMITTEES</b></p> <p>The Board Secretary is responsible for maintaining an up-to-list of all Eliot Committees and committee members for distribution to the Board via e-mail.</p> <p>Committee Chairs are responsible for providing the Board Secretary of any changes in their committee listing.</p>	<p>Board Secretary Committee Chairs</p>
<p><b>ROSTER, ELIOT DEANS, BOARD REPS AND SPEAKERS</b></p> <p>The Board Secretary is responsible for maintaining a current list of Deans, Board Reps and Speaker for distribution to the Board via e-mail.</p>	<p>Board Secretary</p>
<p><b>RULE OF COMMUNITY LIFE</b></p> <p>This is a section on the Registration Form that must be initialed by one adult listed on the application.</p>	<p>Campers</p>

<p><b>SAMPLE DAILY SCHEDULE</b> Section inserted in “<i>Survival Guide</i>”</p>	<p>Administrator Dean</p>
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<p><b>SAMPLE WEEKLY SCHEDULE</b> Section inserted in “<i>Survival Guide</i>”</p>	<p>Administrator Dean</p>
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<p><b>SPONSOR FORM</b> Campers over the age of 25 may sponsor one child or youth to be part of their family at a camp. The form can be found on the Eliot website and must be filled in by the sponsored child, his/her parent(s), and by the sponsor. The Sponsor Form and \$50 deposit for the child/youth must accompany the camp application form of the Sponsor.</p>	<p>Sponsored Campers &amp; Sponsors</p>
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<p><b>SURVIVAL GUIDE</b> This material is placed in all camp packets as a separate booklet/pamphlet or as part of the Camp Roster. It contains information on camp rules, the surrounding area, things to do at camp, a sample daily schedule and weekly schedule, and events that will be happening during the week.</p>	<p>Dean Administrator</p>
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