



2019 Summer Leader Essential Information – Michigan Overnight

Arrival Dates and Times

May 13 4 pm (dinner will be provided)

- *Assistant Directors, HR/Finance Intern, Registration Assistant, Videography Area Director*

May 20 3 pm (dinner will be provided)

- *All Area Directors, Videographers, Inclusion Counselors*

May 27 6 pm (dinner will be provided)

- *High Adventure Counselors, Photographers, Videographers, Kitchen Counselors, Aquatics Counselors, Boat Drivers, Outdoor Adventure Specialist, High Adventure Specialist, Productions Technician, Craft Counselors, Wrangler Counselors, Target Sports Counselors, Paintball Counselors*

May 31 3 pm (dinner will be provided)

- *Storybrook Counselors, Copper Country Counselors, New Frontiers Counselors, TST Crew Chiefs, Journalism + Story Gathering Interns, Graphic Design Interns, Copywriting Interns, Health Officers*

Airport/ Train Shuttles

If you are arriving to Michigan Overnight by train or plane, please arrive the day before your training arrival date. We will be sending a shuttle down to Grand Rapids to pick up anyone at the airport or train station.

Please email Lisa at lgrady@springhillcamps.com to let us know your flight or train details when they're booked. Make sure to let us know so we don't leave you at the airport or train station.

May 12, May 19, May 26, May 30

- 6pm Gerald R. Ford Intl. Airport (GRR)
- 7pm Vernon J. Ehlers Train Station (GRR)

Please plan accordingly, we will only pick you up if you have prearranged with the contact person above.

Please make sure your paperwork is complete at least 3 weeks before coming to SpringHill. This includes:

- + Emergency contact form
- + Health form
- + Direct deposit form
- + Federal tax form
- + State tax form
- + Central registry clearance request (these can take up to 60 days to process)
- + Criminal background check

Social Media

SpringHill encourages you to take this step toward creating a positive environment for kids, families, allies, donors, and staff. When posting on social media, please abide by these guidelines when sharing about SpringHill.

1. **Be an ambassador of the SpringHill brand, mission, and core values.** Our core values are Adventurous Faith, Relational Focus, Contagious Joy, and Holy Discontent.
2. **Protect and represent the experience** – Refrain from posting anything that would defame SpringHill or the people we serve.
3. **Keep people safe** – Never share confidential information or photos that have not been authorized by a parent.
4. **Honor differences** – discrimination of any kind will not be tolerated.
5. **Be nice** – use polite, decent, truthful, and respectful language; never use offensive or obscene language.
6. **Be responsible** – keep confidential information confidential and always get permission.
7. **Use common sense** – if you feel like you shouldn't post something, don't.
8. **Post meaningful content** – think about how your posts are contributing to the world.
9. **Protect yourself** - know that the internet is permanent and your presence on social media reflects you, SpringHill, and ultimately the Kingdom.
10. **FTK** – Remember why you're here. For The Kids. Do not post when you are supposed to be doing your job. Be an example to those around you.

If you share something online that violates these guidelines, SpringHill reserves the right to ask you to remove the post.

Contact your director if you haven't been added to your camp center GroupMe yet. That is where any important information will be posted prior to and during camp!

Instagram: @SpringHillCamps @WeAreSpringHill #WeAreSpringHill19

Staff Shuffle

Here at SpringHill we value teamwork and the ability to serve others through our everyday work. Throughout the summer there may be opportunities for you to be “shuffled” to another team; to either day camps, Indiana Overnight, or another camp center in Michigan!

This is a chance to see how another part of camp operates, so we hope that you will be excited to see another aspect of SpringHill and help our brothers and sisters of other areas of camp!

YOUR Mailing Address for the Summer

For All Mail SpringHill-
Attn: (Your Name and Camp Center)
PO Box 100
Ewart, MI 49631

For packages coming through FedEx or UPS SpringHill-
Attn: (Your Name and Camp Center)
7717 95th Avenue
Ewart, MI 49634

Important Contacts at SpringHill Michigan Overnight

Main line/Registration – 231.734.2616

Storybrook – Jamie Haist jhaist@springhillcamps.com

Copper Country - Lisa Grady lgrady@springhillcamps.com

New Frontiers – Edison Miller emiller@springhillcamps.com

Teen Service Team – Alex Cummings acummings@springhillcamps.com

Special Needs – Mitch Jager mjager@springhillcamps.com

Activities – Matt Hildebrand mhildebrand@springhillcamps.com

HR/Paperwork Questions – Carmen Dieppa cdieppa@springhillcamps.com