



## **Discord Policies and Procedure**

### **Logging on Discord:**

1. Log on Discord 15 minutes before camper start time
2. Change your Discord name → Camp name (pronouns)
3. Type your initials in the volunteer sheet under the date you are on Discord
4. Open the camper google sheet - link in Admin Channel so you are ready to check off campers when they sign on

### **Camper log on:**

1. Turn on Chat feature and text feature for campers at time for camper Discord
2. Check the camper spreadsheet in google and make sure they are approved for Discord
3. Check that their phone number, address, and parents name is correct - verify with camper
4. Fill Out the check-in form: date, check-in time with initials

## **SAFETY, SAFETY, SAFETY**

### **Pronouns:**

- Check a camper's pronouns or use their name
- If you misgender a camper apologize: "I apologize I misused your pronouns and I will ensure I will use your correct pronouns in the future"
  - Do not overdo it
  - If a camper is misgendering another camper, point it out, explain why pronouns are important, have them apologize and move forward - this should take 30 seconds max

### **Mandated Reporters:**

- if they allude to any abuse → call Skywalker immediately 702-580-4343
- The 4 Hurts
  - anyone in the house is hurting someone else in the house
  - camper hurts someone
  - camper being hurt by someone
  - camper hurts themself
    - Call Skywalker right away!! - 702-580-4343



### **Rule of 3:**

- There must be 2 volunteers on Discord at all times. If there are 3 volunteers then you can open up Minecraft
- There must always be 2 volunteers monitoring the chat at all times
- Volunteer must have gone through a 2-day training to participate in Discord
- Make sure that the General Chat is being monitored and campers are being engaged with at ALL TIMES
- If something is happening in the general chat that requires volunteers to connect, verbally communicate to the other volunteer that they need to check the Admin Chat ASAP. DO NOT SHARE CONFIDENTIAL INFORMATION ABOUT AN ISSUE VERBALLY – this should only happen in the Admin Chat.

### **Making Discord Fun!**

- Stay engaged with the campers both verbally and in the General Chat
  - Camp appropriate jokes, posting memes, talking about animals, music, fun things to do at camp (think cabin time)
  - If at any time you feel the conversation is moving toward needing Help Team call Skywalker immediately!

### **Contact Information:**

- Cheyenne/Skywalker
  - Email: [cfoster@laurel-foundation.org](mailto:cfoster@laurel-foundation.org)
  - Phone #: (702) 580-4343
- Lisa / Princess:
  - Email: [lhardiman@laurel-foundation.org](mailto:lhardiman@laurel-foundation.org)
  - Phone #: (760) 622-2257