

TRI-STATE
CHRISTIAN SERVICE CAMP

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Volunteer Staff Handbook

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The Joy and Responsibility of Being a Staff Member At Tri-State Christian Service Camp Volunteer Staff Handbook

Introduction:

Congratulations and thank you for your interest in being a Staff member at Tri-State Christian Assembly. You have chosen a noble task. However, it is important to realize that you also have taken on a heavy responsibility. The camp management takes that responsibility seriously and has established these guidelines as the boundary within which you are expected to work.

The staff will be considered in two categories:

Junior Staff- ages 14-17

Senior Staff- ages 18-21

Prerequisites:

The following are requirements, which must be met in order to be qualified to apply for the position of Junior Staff.

1. **All Staff must be a Christian, and a member of a Christian Church/Church of Christ of the Tri-State Christian Service Camp Area.**
2. All Staff must be actively involved in their home church.
3. All Staff must have a recommendation from their home church.
4. All Staff must not have a negative report on file from previous service at Tri-State.
5. All Jr. Staff must be at least 14 years of age (Should be 16 years of age if working with Jr. High).
6. All Jr. Staff must attend the Jr. Staff retreat each year that service is rendered.
7. All Jr. Staff must attend a week of camp for their respective age group.
8. Uphold to the expectations and responsibilities of being junior staff during their assigned week.

Why Are You Here?

Being on staff at camp is both an honor and a privilege. You have been recommended by your home church, which means that by observing your growth as a Christian and your service within the church, you demonstrated a trustworthiness that commends you to work with youth. You should feel proud of such an honor and determine to give your best to Christ while serving at Tri-State.

It should also humble you because you are working in a challenging field of service with impressionable youth. It is not something to be taken lightly. You may be here because of a positive experience with a staff person working during your week. However, there is also the possibility that a negative experience may turn a child away from ever considering coming back to camp again. You could make that difference. By your interest in the camper, your excitement and enthusiasm, your involvement in this brief moment of their lives, you can take a camper who is ready to leave camp in misery, and turn it into one of the best weeks of their life!

Overall Objectives

1. Faith in Jesus Christ

Our main objective is to help each camper make a personal commitment to Jesus Christ as Lord and Savior, and grow in Him. (Colossians 1:28-29)

2. Christian Growth

We seek to bring all campers to maturity in Christ. We help the camper to become a disciple of Jesus and help them to develop a walk with the Lord that will continue to mature. (Ephesians 5:18-20)

3. Love to Others

The life in Christ is to be expressed and shared in loving witness. We seek to challenge the camper to express, in speech and action, God's love as it is revealed in Jesus Christ. (John 13:34-35)

4. Response to Scripture

The Bible is God's revealed, authoritative word to man. We seek to lead the camper to read and respond to the Bible in a personal way, challenging and training them in a serious confrontation with the Word of God. (2 Timothy 3:16-17)

5. Effective Prayer

God shares His life personally with man. We seek to help the camper gain skill in prayer and meditation and to build a personal devotional life. (James 5:16; 1 John 5:14-15)

6. Ethical Behavior

Our strength to live a moral life comes from the power of God given to us in the Holy Spirit. We seek to help the camper develop a life style based on the Gospel of Jesus Christ, training them in the ethical behavior which has roots in the resurrection. (2 Timothy 2:3-6; Colossians 3:17)

7. Church Participation

God works through the local church. God builds His church on the foundation of Jesus Christ. We seek to help the camper realize that it is God's will to place Him in church fellowship and use him/her NOW. We seek to help the camper know that he/she is placed in a church body to be used by God. They are the church of today, not the church of tomorrow. (1 Corinthians 12:12-27; Hebrews 10:23-25)

8. Responsibility to the World

Each of us has a responsibility to be a steward of all that God has given to us. We have a responsibility to our community and the world in which we live. We seek to help the camper understand that responsibility and prepare them for a life of stewardship. (Psalm 24:1)

9. Family Life

The family is the primary setting God has given for learning love and responsibility. We seek to help the camper understand his/her relationship to their parents with sensitivity to those family situations which are not in keeping with God's ideal.
(Ephesians 6:1-4; Deuteronomy 6:6-10)

10. Personal Development

Each camper is a special object of God's love and eternal will. We seek to help the camper understand and accept themselves, as Christ accepts them. We seek to help them gain an understanding of their identity in Christ and vocation to God. (2 Timothy 2:20-21)

General Responsibilities and Expectations

Be a Model Camper

1. All staff will follow the camp schedule.
 - a) Get up on time. Being on staff does not give you permission you to "sleep in." You are needed to help encourage the other campers by your example.
 - b) Don't come to breakfast in your pajamas.
 - c) Participate in camp activities. The camp dean will instruct you regarding free time, but use swimming, recreation and canteen times as opportunities to build relationships with the campers.
 - d) Don't leave a messy bunk. Keep your bed and surrounding area clean and neat.
 - e) Go to bed on time. Nighttime is one of the most difficult times for new campers in their adjustment to the camp experience. Your presence helps to provide order and compliance to the "lights out" end to the camp day. The only exception to this is by permission from the dean.

2. All staff will follow the camp rules.
 - a) No one is to leave campgrounds without expressed permission from the dean.
 - b) You clothing should be a model of decency and modesty. This applies to length, tightness and transparency of clothing. See the camp booklet for specific requirements for appropriate attire on the campgrounds and in the swimming pool.
 - c) Show respect for all camp property.
 - d) No phone calls without the dean's permission.
 - e) No food in the dorms.
 - f) No visitors during the week. Boyfriends and girlfriends will wait a week to see you. (If not, perhaps you need to re-evaluate your relationship)
 - g) Stay within camp boundaries at all times.

3. All staff will support the camp dean.

It should be obvious but it needs to be noted that your place on the camp team is one of support. Your role is to help the dean, the co-dean and other adult staff to achieve the best week possible for the camper. The ultimate goal is to introduce every camper to Jesus Christ and help them to establish a personal

and growing relationship with Him. The VIP (Very Important Person) in camp is the camper. You must keep in mind their welfare and spiritual growth. Your role is that of a servant. Before you react negatively to that description of your work at Tri-State, consider what Jesus said of Himself:

"For the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." (Mark 10:45)

Many of the specific responsibilities will involve tasks that may seem to be beneath you. They are difficult and thankless tasks involving dishes, sweeping and taking care of garbage. When it gets hard, and it will, just remember Jesus taking a towel and washing the dirty feet of His disciples. It is in those moments of humble service that you are most like the Master, Jesus.

Be a Mature Leader

It may sound surprising to refer to you as a leader when we have just asked you to consider yourself a servant, but the two ideas are not contradictory. Your leadership must be carried out with the humility of a servant.

There are some limitations to this term "leader." Just as each of you will be in varying stages of maturity, not only physically but also spiritually, we trust that you will also grow into proper leadership as you mature in Christ. Here are some principles to consider:

1. Do not try to rule the camper.

Jesus taught his followers the following:

"Jesus called them together and said, "You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." (Matthew 20:25-28)

You are not the disciplinarian. The adult staff will handle discipline. Your job is to try and keep the camper from needing it. Don't try to "boss" them, rather encourage them. Give them positive encouragement. Never use threats or name calling to try and "straighten out a camper". When a camper won't respond, then it is time to get others involved.

2. Do not disrespect the camper.

There is a true story about a missionary who was working with a particular tribe in a distant mission field. He had no success. He became so frustrated that he decided to go off alone and pray about his ministry. During his prayer time, he asked the Lord to reveal the reason for his inability to reach this people. He prayed, "Why can't I get through to these "dogs"?" He used a term that the upper classes used when referring to the poor natives that he was trying to reach. When that term, "dogs", escaped his lips, he realized that the problem was not with the natives resisting his message, but with his superior attitude that looked down on them. The barrier was in his heart. He asked God to forgive him and help him to change his attitude. God changed him and his ministry and he began to make great progress.

When you struggle with the campers, the problem may not have as much to do with their resistance to you as it may have with your attitude toward them. Do you see yourself as superior? Do you look down upon those you signed up to try and help? Is your irritation at the way they act because deep down you don't have Christ's love in your heart for the kids you want to help?

3. Do not become over-involved with the camper.

It sounds strange to caution about your involvement with campers, but the sad fact of today's society is that many kids come to camp with great burdens. Broken homes and dysfunctional families; abuse, mental, physical or both; one parent families; two parent families who fight with a violence that you can't imagine. What may be for you an innocent hug or slug on the shoulder can have larger and more menacing implications for the camper. Keep the following in mind:

- a) No extended physical contact- holding hands or long hugs with campers. The only acceptable contact points are shoulders, arms and backs.
- b) No private conversations, prayer times or time alone with a camper. You must have an adult present. Violation of this rule will result in immediate dismissal from the camp.
- c) If a camper reveals abusive activity at home, this must be reported immediately to the camp dean.
- d) Don't make promises that you can't keep. Don't promise to fix a problem in a week that may have been developing over years.

- e) Be sensitive about the words you use. No teasing, name-calling or jokes that set campers up for embarrassment.

4. Your relationship to co-workers on staff.

Maturity also involves the ability to put aside your desires for the welfare of others. In order to maintain harmony and prevent distractions and tension in the camp, all staff will refrain from "dating" and/or physical contact with other staff during the week.

This includes activities, which may on the surface appear harmless: private talks, prayer sessions or individual counsel for "personal problems." If you are having serious personal problems then these should be worked out in a different setting than a week of camp where your focus should be on the camper. If you are having problems with a particular camper and need to talk it out, do it in a group setting.

This does not forbid you from being attracted to another staff member, only from acting on that attraction. After camp is over, call, write, and drive hundreds of miles to see them, but wait until camp has ended.

Be a Motivating Worker

Campers will take their cue from you. If you complain about the food, they won't eat it. If you act bored during vespers, they won't listen. If you don't get up, go to bed or participate in camp activities with enthusiasm, they will lose interest.

Frank Bettger was a professional baseball player who had to quit playing because of an injury. He became a life insurance salesman. Can you imagine how hard it would be to go from sports to insurance? To say he wasn't enthused would be an understatement. His attitude influenced his work and he didn't make many sales.

One day, he over heard his boss talking with another senior salesman about him and they spoke about his lack of enthusiasm and its effect on his work record. He thought about it and wondered how he could change his attitude. He thought back to his baseball days and remembered times when he really didn't feel excited about the game, but acted as if he was and how that would influence not only his enthusiasm, but the rest of the team as well. He let his actions lead his emotions, rather than letting his emotions control his actions. He decided to try that in selling and it changed his business. He wrote a book about it entitled, How I Turned Failure Into Success In Selling. Get the point?

Specific Responsibilities

Kitchen Responsibilities

1. Washing dishes after every meal.
 - a) set up tubs for silverware and left over food on serving table.
 - b) Move trash can to the end of serving table.
 - c) Campers will bring plates, cups and silverware to you. Scrape off the food into tub and empty cups into tub.
 - d) Fill sinks with hot water. One with soap to wash, one with bleach to rinse, and one with plain hot water for final rinse.
2. Tables are wiped down after every meal.
3. Sweep the cafeteria after every meal. Chairs are to be placed on the table while sweeping under the table.

Additional Responsibilities

1. Check trash cans and empty when full: bathroom inside cafeteria, outside cafeteria, outside chapel, outside canteen, and in dorms.
2. Restock toilet paper and paper towels in dorms, cafeteria bathroom, chapel bathrooms, and dorm bathrooms as needed. Supplies are kept on shelf in the cafeteria just outside the kitchen, and in the chapel storeroom.
3. Keep all recreational equipment inside storage in canteen.
4. Help keep the grounds of the camp clean of trash.
5. Help the dean and co-dean with preparation for recreational activities.

Sharing the Gospel With Campers

Introduction: "Theology of Lostness"

1. The value of the object lost, intensifies in proportion to its value.
2. Belief in "Lostness" validates the search.
3. The value is determined by the owner.
4. Searches are always costly.
5. Searches are urgent (the danger is real).
6. Searches become your consuming priority.
7. Searches are lost-centered.

"For we are God's fellow workers"
1 Corinthians 3:9

1. It is a great privilege
 - a) to be a partner with God
 - b) to see the power of the gospel
 - c) to help someone receive forgiveness
 - d) to help prepare them for eternity

2. It is a great responsibility
 - a) to rightly divide the word of truth (2 Timothy 2:15)
 - b) to lead someone who may be young/ vulnerable

I. Prepare Yourself

A. We are at war!

1. Acts 26:17-18
 - a) unsaved people are under the power of Satan

 - b) it is a power hostile to you (Revelation 12:17)

2. Ephesians 6:10-12

"Satan is bigger than you,
but he's not bigger than you and God."

Satan's whispers:

- you sin too much
- God really doesn't need you
- you are incompetent
- just pray, that's enough
- wait for the perfect opportunity
- you can serve God in other ways

“Satan’s greatest weapon is the half truth. Our greatest weapon is humility: not dealing with Satan on the basis of who we are, but whose we are.”

B. We are on the winning side!

1. Revelation 4:2
2. Jesus rules and He has empowered us to reach others for Him!

C. Prepare Through Prayer

1. Pray for yourself
2. Ask others to pray for you (Ephesians 6:19; Romans 15:30)
3. Pray for your camp
 - a) Lord, draw them to yourself (John 12:32)
 - b) Lord, convict them of their sin (John 16:8)
 - c) Lord, open their eyes to see you (2 Corinthians 4:3,4)
 - d) Lord, break down the strongholds in their life
(2 Corinthians 10:4,5)

Prayer does not fit us for the greater works... Prayer is the greater work! --Oswald Chambers

II. Prepare Your Testimony

A. Before you came to Christ

1. What inner needs were unsatisfied?
2. What struggles with sin/guilt did you have? (avoid excessive detail for shock effect)
3. What things did you try in order to satisfy that inner need, that did not work?

B. How you came to Christ

1. What caused you to consider Christ? (scripture)
2. What scriptures spoke to your need?
3. What specific steps did you take to become a Christian?
4. Include the basic gospel message: 1 Corinthians 15:3
5. Why do you believe that Jesus is the Christ?

C. After you became a Christian

1. How is Christ fulfilling your inner needs now?
2. What is the greatest benefit of being a Christian?
 - a) forgiveness of sins
 - b) power to change your life
 - c) certain of eternal life

4. Prepare Your Presentation

A. God's Plan of Salvation

1. All have sinned- Romans 3:23
2. Jesus died for our sin- 1 John 2:2
3. Salvation is only through Jesus- Acts 4:12
4. We must receive Him- John 1:12

B. What Must I Do?

1. Believe- Mark 16:16
2. Repent- Acts 3:19
3. Confess- Romans 10:10
4. Be baptized- Acts 2:38, 1 Peter 3:21
5. Follow Him- Luke 9:23

5. Some Precautions

A. Take time to know the camper

1. what kind of home life do they have?
2. what kind of teaching have they had?
3. how detailed is their knowledge?

B. What is their understanding of sin?

1. Is it personal?
2. Are they fearful of not going to heaven?
3. How will they enter heaven?

C. Two Key Questions

1. If you were to die tonight, would you go to heaven?
2. If God asked you, "Why should I let you into heaven?" how would you answer Him?

D. Cautions

1. Use a partner (Jesus sent them out two by two).
2. Don't make promises to the camper.
3. Avoid late night conversations.

6. Some Promises

Matthew 28:20

Acts 1:8

1 Corinthians 3:7

7. Your Balanced Walk

You teach more by your actions than your words. What do your actions say about what you believe?

"It is the Holy Spirit, not we, who converts an individual. We, the privileged ambassadors of Jesus Christ, can communicate a verbal message; we can demonstrate through our personality and life what the grace of Jesus Christ can accomplish... But let us never naively think that we have converted a soul and brought him to Jesus Christ... No one calls Jesus Lord except by the Holy Spirit." (Paul Little)

Case Studies

Prevention of Behavior Problems

Some problems can be prevented when you treat them with respect, genuine concern and care. Here are some suggestions:

Provide Boundaries

- Give campers boundaries and structure to operate within. Make them clear.
- Explain reasons for the boundaries.
- Give examples: keeping to the schedule, policies, rules, physical boundaries.
- Ask campers to agree to boundaries and verbally get their agreement.
- Provide repercussions of what will happen if boundaries are not kept.

Provide Feedback

- Affirm with each camper their individual worth.
- Let them know they can always count on your care and concern.
- Verbally recognize both positive and negative behaviors.
- Be specific about the behavior.
- Separate the person from the behavior or task. For example:
"YOU are messy!" verses, "Your bunk is a mess."
- Help campers be self directed and develop internal motivation.
- Find reasons why they value what they do.
- Give praise specifically about what they have done.

Provide Appropriate Challenges

- Only ask campers to do things that you think they are capable of doing.
- Break down tasks into steps that they understand and can achieve a little bit at a time rather than being overwhelmed by it.

Provide an Open Environment for Honest Communication

- Let each camper know that you value expression of emotion and feeling.
- Separate feelings from actions. Feelings are always valid, however, what those feelings are based on is not always valid. For example, a camper is angry because he thinks another camper stole something from him. The anger is valid, but the item may be merely misplaced, not stolen.
- Help campers express their feelings.
- Acknowledge feelings of others: both campers and other staff.
- Help campers say things about TASKS rather than PEOPLE.

- Help campers practice listening to each other.

Provide An Atmosphere for Positive Conflict Management and Resolution:

- Let campers know that conflict is a natural, human process.
- Help provide avenues for dealing positively with that conflict.
 - a) openly express feelings.
 - b) Gather all the perceptions of the situation.
 - c) List all the alternative actions.
 - d) List how they might change their behavior to solve the situation.

Provide for Development of a Positive Camper/Staff Relationship

- Take time to interact with a camper individually.
- Learn to listen.
- Keep personal information private unless you tell the camper you must share this information. Promises of confidentiality are not valid when information is given about abuse taking place at home. In other, less serious situations, get the camper's permission. For example, "I'd like to talk with the dean about this. Maybe he can give us some ideas to think about."

Provide Opportunities for Leadership

- Ask a camper to take responsibility for those things which they can handle and be successful.
- Seek volunteer assistance in daily responsibilities.

10 Rules for Leading Campers

1. Be Consistent.

If a camper's behavior is considered unacceptable one day—this same behavior should be unacceptable every day. Don't let it depend on your mood.

2. Be Fair.

Don't play politics with them. Don't try to win campers acceptance or approval by compromising on the things they know to be established standards.

3. Be Considerate.

Don't reprimand in front of others. No one appreciates being "called down" in front of their peers. Deal with potential problems quickly before they become more serious.

4. Be Sensitive.

Look for underlying causes, not just the surface behavior. Try to find out the root cause and deal with that as well as the surface behavior. Be a good listener and observe the campers moods, attitudes and actions. Be careful not to over react. Don't identify a problem in every little infraction of expected behavior.

5. Be Affirming.

Frequently the behavior is the camper seeking attention. Try to find the campers strong points and focus on these. Give praise abundantly, and critique rarely. Convey to the camper that you are a friend and an ally. This can be done while still maintaining your role as a leader who must enforce acceptable standards of behavior. Do not take unacceptable behavior personally. **DON'T RIDICULE!** Ridicule tears down the worth of an individual in their own eyes, as well as their peers. Your job is to build them up.

6. Be Supportive.

This requires spending time with the campers. Don't try and keep apart, but join in with activities, games, swimming and meal times. Encourage the camper by word and example.

7. Be Positive.

Learn to be optimistic and keep a positive attitude about all camp activities. If you have a problem with something, talk with the dean, and not with the campers. Be positive about the meals, other staff and the camp schedule. Keep a sense of humor.

8. Be Clear.

Make sure that rules and expectations are clear and understood, both as to the content and as to the reasons behind them. If you are unclear about something, talk to the dean or another adult staff. Rules have developed through experience and have a basis.

9. Be Honest.

Don't try and "trick" the camper. They can see through pretense. Let the camper know how their behavior makes you feel (positively as well as negatively).

10. Be Filled with the Holy Spirit.

Your greatest resource is the stability you have when you walk closely to Jesus Christ. Keep your walk with the Lord and He will give you the strength, stamina, positive attitude and a great heart for the campers. "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23

Specific Examples

Troubled Home

True story- A mother brought her 10-year-old son to camp and asked to speak with the camp dean. She asked if he would keep an eye on her son because there were difficulties at home. The dean pressed for more details and learned that she and her husband were getting a divorce.

"My husband is moving out this week," she said.

"Moving out this week? Does your son know?" he asked.

"Yes, he knows. He didn't want to come to camp, but we thought this would be the best way to handle it."

Can you imagine? The last time the son saw the father was in the midst of his own packing to leave and he knew that when he got home, his father would not be there. He didn't know when he would see him again, but he knew that his family life would never again be the same.

1. How do you think his home life will affect his week at camp?
2. How do you think he will respond to female group leaders? Male group leaders?
3. What can you do to help?

Homesickness

Sunday night, Billy comes to you and tells you he is not feeling well. He wants to call home. You ask what specifically is wrong. He responds by telling you that he threw up. The peanut butter and jelly sandwich just didn't taste like mom makes at home. It wouldn't stay down. If he could just go home and get a decent peanut butter and jelly sandwich, then perhaps he would feel better and return to camp at some time in the not so near future.

The traditional approach to homesickness is to put off doing anything for as long as possible. Most often the campers who desperately cry to go home on Sunday or Monday are the same ones who cry on Friday when camp is over. Here are some cautions and responses to homesick campers.

Cautions:

You are not a Doctor- do not diagnose. Don't feel their head for a fever or pronounce them healthy. Don't say, "Oh, I'm sure your fine. I ate the sandwich and look at me!" Take the complaint with a measure of concern that at this point they don't feel well. They are correct in this sense, homesickness does feel like a stomach ache.

Don't completely dismiss the idea that they may be sick. It is unlikely because their parents would not have sent them to camp if they were not feeling well, but it would be important to keep an eye on them.

Responses:

Tell them that you cannot give them permission to use the phone. Only the camp dean can do that. Tell them that you need to talk to a Sr. staff person or an adult. Assure them you will do this, but try to put it off as long as possible.

Try to keep them focused on other things.

Ask them to wait until the morning, or later in the day or after swim time. Keep them looking to the next activity. Delay as long as possible. Most of the time, homesickness is over-come and the camper doesn't want to leave at the end of the week. Homesickness comes and goes and they can still enjoy much of camp, even when they have periods where they want to call home.

Tell them to see the nurse. The nurse has a special "medicine" for homesickness.

Here are some other suggestions:

1. Help the camper get to know other campers, both in their dorm and family group. Help them learn names and that others know their name.
2. Help them to stay busy. Keep looking ahead at the things that are planned for the rest of the week. Keep them involved. Don't let them isolate themselves from the group.
3. Don't promise they can call home. Tell them that we know how to get in touch with their parents in an emergency. Don't say "if" there is an emergency, because, to the camper, homesickness is an emergency.

4. Help them to develop a confidence in God. He will help build strength in them to overcome this difficult obstacle.
5. Help them reach small, attainable goals:
 "Let's write a letter home."
 "Lets try and meet just two new campers today."
6. Keep the dean and adult staff informed.
 If the camper experiences real sickness, take them to the nurse immediately.

Unruly Camper

An unruly camper is one who will not submit to any "rules" and has no respect for any authority. This will show itself in refusing to participate in camp activities, fighting with other campers or refusing to listen to what anyone else has to say. An unruly camper who cannot be brought under control will be sent home. Before that measure is taken, there are some things that you can do and some things to avoid.

Things to avoid:

- Do not discipline them. Leave that to the adult team leader.
- Do not threaten them with bodily harm.
- Do not call them names, no matter how frustrating they may be.
- Do not touch them.

Things you can do:

Pray. Do not underestimate this resource. Begin praying before camp begins and pray throughout the week.

Talk with your team leader. Let them intervene. Sometimes you may need some distance from a particular camper.

Spend some time with them. Talk to them at meal time or in your team meetings. Finding common ground will help you to build a relationship of trust.

Get them to talk about what's going on in their life. They may be carrying heavy burdens of worry, frustration at home, disappointment or grief that they can't handle, so they "act out" their frustration. The problem you see on the surface may be covering a much deeper problem underneath.

Pray. Yes this was mentioned earlier, but it is such an important point that it bears repeating.

Stealing

Most of the time, articles that have been stolen have only been misplaced. Try and avoid the automatic assumption that something has been stolen.

If it becomes apparent that something has been stolen, inform an adult staff member and attempt to restore the stolen item.

1. Give the offender an opportunity to return the item anonymously and without any punishment or identification.
2. If the item is returned, and the offender is still not identified, offer to the group that you are willing to talk privately with the person involved. It may be that they want help in order to change, but fear being ostracized by the rest of the group. If they do come forward to you, inform the dean.
3. If you have evidence identifying an offender, try to deal with them privately, giving them a chance to make restitution. Talk about ways to avoid a repetition of the event.
4. If you still have not identified the offender, try handing out sheets of paper to each member of the group. Have them write either, "I did not take it", or "I did take it, but I am sorry." Then have them sign their name and be given the opportunity to secretly place it at your disposal (under your pillow, in a special box, etc.) If this works, deal privately with the offender.