



Virtual Camp Policies

Table of Contents

Virtual Camp Security & Safety Assumption of Risk.....	2
Virtual Camp Behavioral Guidelines.....	3
Social Media Policy	4
Appendix A	5
Appendix B	7
Virtual Camp Volunteer Training	8

Virtual Camp Security & Safety Assumption of Risk

Policy Name: Virtual Camp Security & Safety Assumption of Risk

Applies To: Camp volunteers, campers, camper family member participants

Purpose: To ensure a positive and safe online camp experience

Policy:

All volunteers/campers/camper family member participants will adhere to online security and safety requirements and understand the risk associated with participation in virtual camp. This policy applies to recorded (asynchronous) and live (synchronous) activities.

1. Each live (synchronous) session will have (2) program moderators who will be responsible for explaining the activity, recording the activity, and moderating conduct of participants.
2. Program moderators are available for program support during live (synchronous) activities but are not able to supervise each camper due to the nature of virtual participation. Supervision of all individuals under the age of 18 is the responsibility of camper family members/guardians
3. PA Vent Camp plans to use a variety of platforms to provide programming and plans to use password protected private events for live (synchronous activities). However, it is not possible to guarantee the security or efficacy of these platforms. Camper family members/guardians are responsible for cybersecurity.
4. Any camper submitted recording will only be displayed in private group format and will not be released to the public or any third party without the consent of the camper or camper family member/guardian.
5. All volunteers and campers will sign a photo/video release for virtual camp activities

Virtual Camp Behavioral Guidelines

Policy Name: Virtual Camp Behavioral Guidelines

Applies To: Camp volunteers, campers, camper family member/guardian

Purpose: To ensure a positive camp experience through appropriate online behaviors by all participants

Policy:

All volunteers, campers, and/or family/guardian participants will adhere to the following guidelines while interacting with PA Vent Camp Virtual Camp 2020 online. This policy applies to recorded (asynchronous) and live (synchronous) activities. During a live (synchronous) activity, any person who does not comply with the behavioral guidelines, will first be asked to discontinue the behavior by the program moderator. If the behavior continues, the person will be removed from the activity by the program moderator.

For recorded (asynchronous) activities: All recorded material will be reviewed and approved by the Media Director for compliance with the online behavioral guidelines Before publication and distribution.

Online Behavioral Guidelines:

1. Appropriate attire must be worn (modest clothing, no obscene or offensive statements on clothing). What constitutes “obscene or offensive” is at the sole discretion of the Media Director.
2. Refrain from using profanity, hate speech, or engaging in political conversations.
3. If the camper is under the age of 18, a parent/guardian must exercise supervisory power over the camper during the entire activity
4. No bullying or taunting will be permitted.

Social Media Policy

Policy Name: Social Media Policy

Applies To: Camp volunteers, campers, camper family members/guardians

Purpose: To ensure a positive and safe online camp experience

Definition: Social media is defined as forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as photos and videos). Examples include but are not limited to Facebook, Instagram, LinkedIn, YouTube, and Snapchat, and online forums.

Policy: Volunteers, campers, and camper family members/guardians need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with families, co-workers, and the community apply online as they do while on the job. Volunteers are liable for anything they post to social media sites.

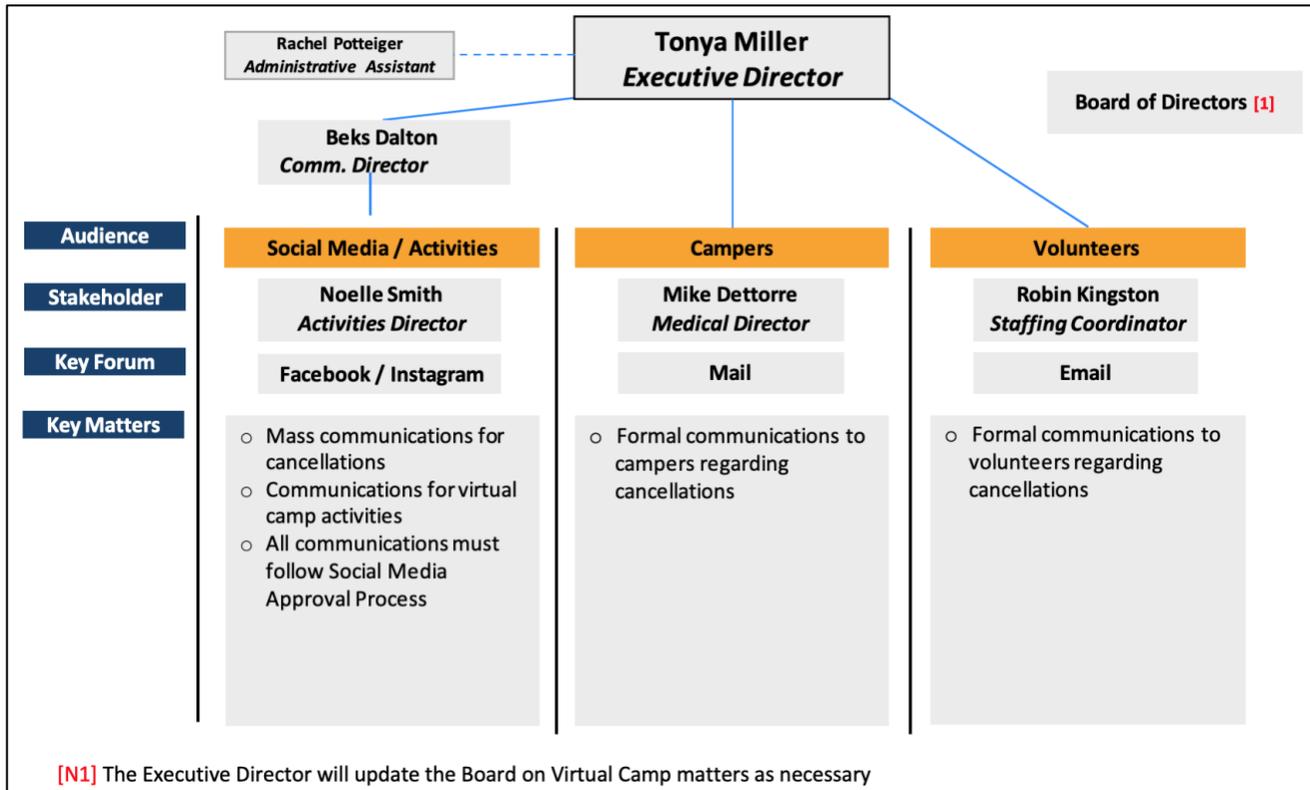
- 1. Only those officially designated shall post on PA Vent Camp social media platforms on behalf of the PA Vent Camp. Volunteers, campers, and camper family members/guardians may use social media to speak for themselves individually but may not post on PA Vent Camp's behalf.**
 - a. Individuals are designated to post on behalf of PA Vent Camp on social media platforms through agreement of PA Vent Camp Executive Director and PA Vent Camp Communication Director.
 - b. Postings on PA Vent Camp social media will adhere to an approval guideline outlined in Appendix A of this policy.
 - c. Video content created for PA Vent Camp social media platforms should follow the guidelines outlined in Appendix B of this policy.

- 2. Suggested guidelines for PA Vent Camp volunteers, campers, camper family members/guardians for personal social media content related to PA Vent Camp:**
 - a. Protect confidential and proprietary information. Do not post confidential or proprietary information about PA Vent Camp, volunteers, campers, camper family members/guardians.
 - b. Exercise personal responsibility. PA Vent Camp trusts and expects volunteers, campers, camper family members/guardians to exercise personal responsibility when using social media, which includes not violating the trust of those with whom they are engaging.
 - c. Do not use PA Vent Camp logos for endorsements. Do not use the PA Vent Camp logo or any other center images or iconography on personal social media sites. Do not use PA Vent Camp's name to promote a product, cause, or political party or candidate logos for endorsements Do not use PA Vent Camp's name to promote a product, cause, or political party or candidate.
 - d. Respect copyright and fair use regulations. When posting, be mindful of the copyright and intellectual property rights of others and of PA Vent Camp.
 - e. Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Camp. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at Camp to a camper, volunteer, or to a member of the media, consider whether you should post it online.

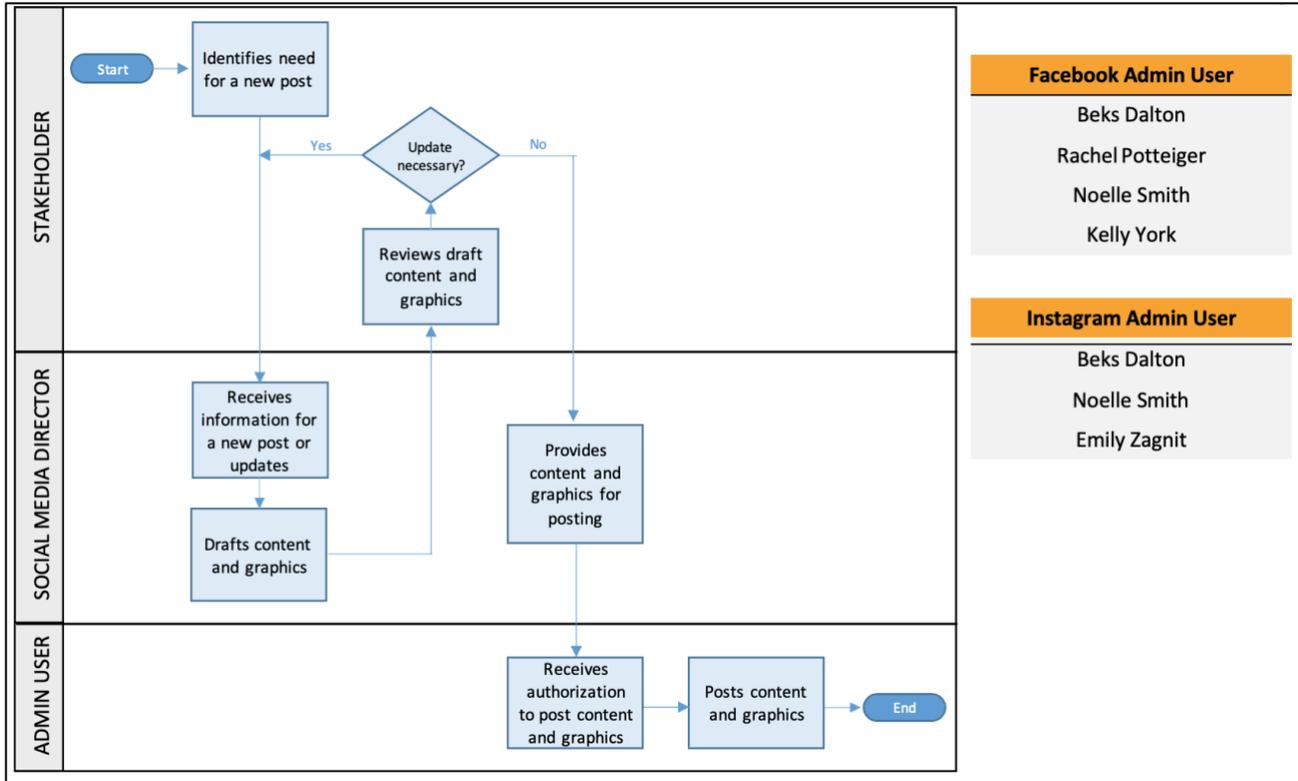
- i. **Be respectful:** Posts on social media encourage comments and/or discussion. Responses should be considered carefully. Consider how they reflect PA Vent Camp. Negative, hateful, or inappropriate content and/or comments will not be tolerated.
- ii. **Remember your audience:** Be aware that a presence in the social media world is public. This includes prospective campers, current campers, and volunteers. Consider this before posting to ensure the post will not alienate, harm, or provoke any of these groups
- iii. **On personal sites:** Since reputations are built on trust, always identify your views as your own. If you identify as a PA Vent Camp volunteer, camper, etc. online, it should be clear that the views expressed are not necessarily those of PA Vent Camp.

Appendix A

Virtual Communications:



Social Media Approval Process:



Appendix B

Pre-Recorded Video Guidelines:

1. Keep the frame horizontal
 - a. Record in landscape mode (that is, horizontally instead of vertically). This will give you footage that looks good on larger devices, not just phone screens.
 - b. If using a phone (preferred), use the camera on the back of your phone. The front-facing camera quality is not as good on most phones.
 - c. If using a computer, the frame will most likely be horizontal. If you can, turn off “mirroring”
 - d. If your phone/computer has a feature that allows you to overlay a grid on your screen, use it. This will help you keep your phone level and avoid tilted footage.
2. Use Plenty of Light
 - a. Lighting makes a huge difference in the quality of a finished professional video, so make it one of your top priorities during filming. If you’re filming indoors, you will need to be more intentional about the types of lights you use and where you place them.
 - b. Avoid overhead lighting – it can cast unflattering shadows on your face.
 - c. Windows are a good natural light source but avoid sitting or standing in front of a window as the backlighting will cause a silhouette effect.
 - d. You can also use a large lamp or two to cast the type of light you want.
3. Use a Clean Background
 - a. Be deliberate about the background you use for filming. A cluttered background can be distracting.
 - b. Your background should be free of any hate speech or political commentary, see Behavior Policy.
4. Prioritize Crisp, Clear Audio
 - a. Find a quiet space with little to no background noise (fuzzy, indistinct audio is usually enough to make a person stop watching)
 - b. If you have one, use a good external microphone
5. Avoid Shaky Footage
 - a. Use a tripod or set your camera/computer on a sturdy surface. Try not to hold your camera at all if you can help it.
6. Look at the camera, not at yourself
 - a. If you want to make a great connection, don’t look at your screen – no matter how tempted you are. Look directly at the camera instead.

Virtual Camp Volunteer Training

FOR VOLUNTEERS ONLY:

Volunteers are required complete the PA Vent Camp Virtual Camp training video. To access this video, please visit: <https://www.paventcamp.org/volunteers.html>.