



Summer Staff Housing Contract

1. All staff policies outlined in the Diamond Arrow Staff Manual must be followed at all times.
2. Manor House must be maintained at all times. Please keep your room, bathroom, kitchen, and common areas clean. DA adult staff will check that things are in order on a regular basis.
3. Any damages that occur as a result of something other than normal wear and tear will be billed to you and your parent/guardian.
4. Persons of the opposite sex will not be allowed in your room.
5. You may not leave Diamond Arrow property without informing one of the following: the director, office manager, or house parent. You must have this permission form signed by a parent/guardian allowing you to leave camp and stating who is allowed to drive you. You must also sign out on the form provided in Manor House.
6. You are welcome to join us in the Dining Hall for meals when we are serving a group even if you are not working that day. Leftovers may be taken back to Manor House at the discretion of the kitchen manager.
7. All resident summer staff will attend weekly devotionals led by a full time DA staff member and any team building activities scheduled throughout the summer.
8. You are responsible to get to your shifts and meals on time.
9. Curfew is 10 pm. That means you must be in Manor House at that time unless you are scheduled for a late shift. Quiet time begins at 11 pm and ends at 7 am. You must be in your room by midnight. Please be mindful of our other staff that live on camp as well as any groups that may be camping behind Manor House.
10. We are here to serve the groups we host. Diamond Arrow staff are not to engage in group activities unless permission has been granted by the group and the DA Director or Office Manager.
11. We want you to have an enjoyable experience working at Diamond Arrow! Please make sure you are well rested and ready to perform your assigned jobs!

I have read and agree to all items above.

Employee Name: _____

Employee Signature: _____ Date: _____



Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

My Child is allowed to ride with the following (circle your selections):

Self

Orville Boger – Director

Heather Marinelli – Office Manager

Rachel/Conrad Carroll – FT Staff

Bryan/Donna Clancy – FT Staff

Mike/Virginia Coutts – FT Staff

Jacquelyn/Matt Neal – FT Staff

Morgan/Leah Hall - Volunteers

Other: _____