



## SO YOU ARE COMING TO CAMP AS A PERSONAL SUPPORT WORKER...

### 2009 Easter Seals Camps PSW HANDBOOK

#### Welcome!

This handbook has been designed to help you prepare for camp this summer. We hope that you find it useful whether you are a long time Personal Support Worker (PSW) or attending for the first time this summer.

#### What to Expect

The goal of Easter Seals Camps is to give children abilities. We do this by creating an atmosphere where campers are encouraged to try new things, interact with their peers, and have fun. From innovative equipment like the 4:1 pulley system on the climbing wall to dedicated staff, campers are given opportunities to succeed in areas they may not have previously explored. At times this takes shape in hands-free dessert eating contests, or singing a favourite camp song in the dining hall, but may also be seen in the development of peer interaction or campers paddling a canoe for the first time. Each activity is designed and supported by highly trained staff who unfailingly focus on giving campers the week of their lives. We hope to introduce campers to new found confidence in themselves, allowing them to return to their homes believing they can tackle new challenges.

Camp is full of high energy and long hours. At times it seems unbelievably exhausting but we ask all who are involved in camp to remember that for many camper

this is the best week of the year, and as such it is our responsibility to give a 110%.

#### Objectives of BC Easter Seals Camps

At camp campers and staff will:

1. Gain confidence, independence, and responsibility and feel better about themselves.
2. Have opportunities to challenge themselves, take risks and try new things in a safe, warm and supportive environment
3. Become active members of a community that embraces the beauty and diversity of self, others and the environment.
4. Cultivate meaningful relationships and experiences they can further develop outside of camp.
5. HAVE FUN!

#### Typical Day

- 7:30 am: Wake-up (depending on how much care your camper needs morning.)
- 8:30 am: Breakfast (counsellors serve, programmers introduce the morning activity.)
- 10:00 am: Morning Program (there may be sign ups for a particular program.)
- 12:30 pm: Lunch (counsellors serve, programmers announce programs.)
- 2:00 pm: Afternoon Program
- 4:00 pm: Juice, Nurses come around with sunscreen and medications.
- 4:15 pm: Rest Break (a time for staff and campers to rest.)
- 6:00 pm: Dinner (counsellors serve, programmers get funky!)
- 7:00 pm: Evening Program.
- 9:15 pm: Juice
- 9:30/10 pm: Bedtime (If there is special night care there is a "Night Care Book" to write this in, as well, it is great just to check in with dorm duty.)

As a PSW you are expected to provide for your camper's care needs. This will involve being in the dorm each morning at 7:30 am helping to ready your camper for breakfast. You will work until at least 9:30 pm. During the day you will get a one hour

break during rest time. As a member of a group you are encouraged to promote your camper's independence within the group. When and where possible we recommend that PSWs step back and allow the camper to fully participate in the group feel. Along this line, we also ask PSWs to get involved in the group as integral members who can plan and lead activities. At points you may wish to switch off with the counselling staff who will work with your camper while you can work with the rest of the group. In these situations, it is important to remind you that you are only able to carry out personal care on the camper with whom you have been hired to work.

PSWs will sleep in staff quarters unless it was pre arranged to sleep with their camper. During evenings you will have opportunities to interact with staff in a social environment. We do ask PSWs who are not sleeping with their campers leave the dorms once their camper is ready for sleep, as this allows dorm duty to make a smoother transition from activity to rest. On this note, if your camper does require your assistance during the night, dorm duty will come and get you.

#### Special Days

There is a picnic day mid-week, where elective activities are offered throughout the day. During the week, every group has an on-site camping trip - watching the stars and sleeping in tents. During the week, each group has the opportunity to go canoeing at waterfront.

The last full day of camp comprises of Kangaroo Kourt in the morning (where campers get justice and slim the staff with goop...and the PSWs), a pool party in the afternoon, and a banquet & dance in the evening.

**Personal Support Workers must arrive at 1:00 pm with their camper on drop off day to check in with the Health Care Team.**

## PERSONAL SUPPORT WORKER JOB DESCRIPTION

At Easter Seals Summer Camps, the Personal Support Workers are responsible for the direct care, support, supervision and assistance of their assigned camper in accordance with the Society's policies and objectives.

Duties include, but are not limited to the following:

### Camper Care

- Attend to camper's emotional well-being, ensuring that camper feels secure, comfortable and welcome in the camp environment.
- Attend to camper's personal and hygienic needs (washing, feeding, toiling etc.) and coordinate this care appropriately within the camp schedule.
- Be familiar with camper's special medical conditions and/or behavioural problems, and act according to directions provided by Camp Coordinators, Health Care Team and camper's parents/guardians.
- Monitor special diets.
- As much as possible, encourage the camper's independence and recognize and utilize potentials for personal growth or social development.
- Conduct oneself as an effective role model at all times.
- Assist camper in selecting activities (as required).
- Encourage maximum camper participation in all activities.
- Ensure camper's belongings are well cared for throughout camp session and are accounted for upon arrival and departure from camp.
- Report any concerns regarding camper's emotional/physical well being or behaviour to Coordinators.

### Safety

- Ensure that effective standards of safety are maintained at all times.
- Report all accidents or illnesses to Health Care Team immediately.
- Follow the directions of Camp Health Care Team at all times.
- In the event of an emergency, follow emergency procedures as directed by onsite staff.

### Program

- Coordinate activities outside of scheduled program periods.
- Participate in all camp activities.

### General

- Attend and participate in all Personal Support Worker meetings on Night 1.
- Assist Counsellors in developing awards of recognition for camper.
- Work alongside the rest of camp staff.
- Comply with and uphold all Easter Seals Camping Program policies and procedures.
- Other duties as directed by Camp Coordinators.

### DO NOT (in regards to the other campers):

- **DO NOT** attend to other camper's personal and hygienic needs (washing, feeding, toiling etc.) as this responsibility lies solely on counselors and properly trained Easter Seals Staff.
- **DO NOT** serve other campers food at meal/snack times as this responsibility lies on their counselors who are aware of allergies and special diets.
- **DO NOT** ever be alone (one on one) with a camper (other than the one who you support), for both the camper's and your own protection. If in a room with a camper other than the one you are supporting, always have the door open and have another staff member present.
- **DO NOT** provide behavior support to other campers.

## PERSONAL SUPPORT WORKER ADMINISTRATION POLICIES

### ACCIDENT OR ILLNESS

Any health concern (including illness, accident, etc.), **no matter how trivial it may appear**, must be reported immediately to the Health Care Team. The Camp Nurse's instructions and the Illness Policy and Procedure with respect to any illness or accident must be strictly followed. If a PSW requires off-site medical attention due to a work-related illness or injury, camp will provide transportation and a report will be submitted to WCB. The Health Care Team will inform Camp Coordinators and keep a record of all health-related incidents.

### CARE OF THE SITE/EQUIPMENT

The camps own a lot of expensive equipment. Please treat it with respect. All equipment should be returned to its proper place immediately after use. Please report all broken equipment.

### CAMPER BEHAVIOUR SUPPORT

PSWs are expected to uphold the Easter Seals Camping Program philosophy and gentle approach to behaviour support. Behaviour support through physical punishment, verbally abusive comments or denial of the necessities of care in dealing with a camper is strictly forbidden and provides grounds for **immediate dismissal**. If a PSW suspects a camper is, or has been a victim of abuse, they must immediately report these concerns to Camp Coordinators. Camp Coordinators will begin the appropriate procedure in order to ensure the protection and well being of the child.

### CAMPER BELONGINGS

Many campers arrive at camp with expensive equipment that is designed specifically for their needs. Camp staff

are responsible for ensuring that equipment is well cared for and returned in good condition at the end of the session. Camp staff are responsible for verifying that all camper belongings are labelled upon their arrival at camp. Staff are required to go through the Clothing Lists while packing, ensuring that all camper belongings are present and accounted for. The clothing list must be returned with the camper's belongings, with all the items checked off the list. If there are missing items, staff must inform one of the Camp Coordinators so they can contact the parents/guardians. While parents/guardians are made aware of the nature of camp with respect to certain personal equipment and clothing, staff are still responsible for managing camper gear while at camp. PSWs shall support with this process.

#### CONFIDENTIALITY

Camper/staff confidentiality is to be maintained both on and offsite. PSWs shall adhere to this policy.

#### DAY ONE

The first day at camp can often make PSW's feel disorganized and confused as staff work hard to check-in and unpack 48 campers, & buddy groups routines have yet to be established. The following is a breakdown of a typical first day at camp:

#### **First Day at Camp Breakdown**

- PSW's check-in their campers and themselves with the nurses at 1 pm and meet the counsellors who they are working with. They will be shown to the camper's room to unpack the camper's belongings and then to their own room to unpack their own belongings.

- In the afternoon, PSWs hang with their camper (e.g. on trampoline, pool), while other campers in buddy group check-in & get unpacked,
- A mock fire drill takes place just before dinner where the PSW will see the emergency meeting location. Buddy groups will then head to the dining hall to eat dinner together.
- A big camper fire happens during the evening.
- Sometime between 9:00-10:00pm, the PSWs will attend a short mandatory meeting with the coordinator. Bring any questions you may have! The coordinator will touch base with you at some point during the day to let you know the time & location of the meeting.

#### DISMISSAL OR RESIGNATION

While PSWs have entered into a private contract with parents/guardians, they must also abide by the standards and norms of the BC Lions Society. In the event that Camp Coordinators deem it necessary, PSWs may be asked to leave camp. The BC Lions Society reserves the sole right to make such judgments. In some situations, campers may be asked to withdraw from a camping session. In such instances PSWs shall accompany their camper.

The Camp Administrator must approve the dismissal of a PSW by Camp Coordinators. The PSW concerned may appeal the decision to the Administrator. As it is difficult to acquire a suitable PSW, a minimum of five days notice must be given in the event a PSW wishes to resign.

#### DORM DUTY

PSWs are asked not to socialise with the people on night dorm duty as this keeps campers awake.

#### DRINKING

The consumption or possession of alcohol on site or during a camp session is **strictly forbidden**, and provides grounds for **immediate dismissal**.

#### DRUGS

The use or possession of illegal drugs is a criminal act and is **strictly forbidden**. Such an act provides grounds for **immediate dismissal**. All other medicines, vitamins, tobacco, etc... shall be kept with the Health Care Team under lock and key during the week. This ensures campers are not put at risk by accidentally ingesting something dangerous.

#### EMERGENCY PROCEDURES

Easter Seals Camps have various procedures in place to handle emergency situations. During an emergency situation (e.g. fire alarm), you are responsible for ensuring the well-being of your camper only. Ask staff or coordinators if you have any questions.

**\*\*During any procedure you are solely responsible for the well-being of your camper. Once that is secure, you may choose to further assist in the emergency procedure.**

#### EVALUATION OF CAMPERS

PSWs may support with camper evaluations as requested by staff. PSWs shall complete an evaluation of their camping experience which shall be submitted to Camp Coordinators prior to departure

#### EVALUATION OF PSW

On the last night of camp, the counsellors in the PSW's buddy group will fill out an evaluation on the PSW's performance at camp. This evaluation focuses mainly on camper care & camper integration throughout the week. The Evaluation Form will be shown to the PSW's at the beginning of the week at the meeting on Night 1.

### GRIEVANCE PROCEDURE

In any case where a PSW disagrees with the ruling of the Camp Coordinator, direct application may be made to the Camp Administrator. If sufficient grounds for disagreement are presented, the Administrator will meet with them to investigate the complaint.

### HARASSMENT

If a PSW feels s/he is being harassed (including but not limited to Sexual Harassment), s/he should make it clear to the harasser that it is an unacceptable manner of conduct. The PSW should then immediately report the incident to the Camp Coordinators. The Canadian Human Rights Commission states that sexual harassment is defined (but not limited to) the following:

- Verbal abuse or threats.
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, etc.
- Displaying of pornographic, offensive or derogatory pictures.
- Practical jokes which cause awkwardness or embarrassment.
- Unwelcome invitations or requests, whether indirect or explicit.
- Intimidation.
- Leering or other gestures.
- Unnecessary physical contact, such as touching, patting, pinching or punching.
- Physical assault.

PSWs should report any perceived harassment/abuse immediately. The Camp Coordinators and Camp Administrator will investigate all allegations before making any rulings. Harassment is unacceptable and the Lions Society of B.C. enforces a policy of zero tolerance.

### HAZARDS

PSWs shall **immediately** report any hazards or safety concerns to the Camp Coordinators.

### HOURS OF WORK

While PSWs are responsible for providing emotional and physical support for their camper twenty-four hours a day, time-off periods will be provided. PSWs may be required to sleep in a shared quarters with their camper or be asked to attend to their camper's needs during the night as needs arise

### KITCHEN/DINING HALL

The kitchen is strictly out of bounds. Any request or concern with kitchen staff or food/diet should be made directly to the Camp Coordinators.

### LAUNDRY

Camper laundry is only to be done when absolutely necessary (i.e. wet sleeping bags). PSW laundry should be done on breaks or after hours.

### LEAVING CAMP

During down time a maximum of 4 staff are allowed off-site at any given moment for a maximum of 45 minutes (to go for a walk/jog/snacks). PSWs must sign out in the sign-out binder located outside the Camp Coordinators' office. At certain times during the summer, the Camp Coordinators may alter the number of staff allowed off-site, or suspend the sign-out privilege.

### MAINTENANCE

Any requests for the services of the Camp Manager or his/her staff should be directed to the Camp Coordinators.

### MEDICATION

All medication (including over the counter), shall be given into the nurse on the first day of camp. The volunteers can either

have their medication brought to them at meal times or arrange a time to come and get it at the nurses nest.

### PERSONAL CONDUCT

Easter Seals Camps are operated on funds donated by the public. This support could be jeopardised if cause for criticism was given that would indicate lack of orderliness, responsibility and/or moral behaviour. At all times, all PSWs are expected to conduct themselves as effective role models (i.e. in a manner to ensure that the camp, the Easter Seals Camping Program and the BC Lions Society is perceived in a positive manner.

PSWs are expected to conduct themselves as an effective camper role model at all times. PSWs are expected to act toward a camper in a manner that the Society would expect of a caring, concerned adult who is sensitive to the need to protect children from any type of harm.

All Easter Seals Camp PSWs are expected to conduct themselves in a manner that ensures the Easter Seals camping Program and the BC Lions Society are perceived in a positive manner. As a result, PSWs are expected to be clean and appropriately dressed when interacting with campers or while in public on site. Shoes and shirts are always worn in the kitchen, dining areas and other areas where risk of injury is high or hygiene need be maintained. PSWs are responsible for maintaining their health through adequate rest so that they can properly care for their campers). PSWs shall follow the same norms for conduct as asked of camp staff.

### PERSONAL PROTECTION

PSWs are responsible for upholding the body fluid and back care guidelines set out by the Health Care Team. **PSWs may only be alone with the camper they have been contracted to work with.** If a PSW is alone with a camper, the incident must be documented on the

appropriate form and given to the Camp Coordinator. The Camp Coordinator will monitor these incidents to ensure they are kept to a minimum.

#### PHOTO POLICY

All photos which are taken on Camp Squamish are property of the BC Lions Society. Pictures of campers can only be taken if the camper has an approved full photo release. Campers without a photo release will be identified to PSW's at the Night 1 meeting. Absolutely no photos of campers (even with the full release) shall be posted on websites such as Facebook.

#### PROGRAM ACTIVITIES

All program activities offered by the Easter Seals Camping Program shall be designed to meet with Easter Seals Camping Objectives. Activities will uphold the objectives at all times. PSWs are expected to encourage camper participation in all activities as well as participate themselves.

#### PSW SWIMMING

PSWs must accompany their camper while in the water. They may not supervise on deck. IF you wish to swim outside of regular swim hours, PSWs must swim with a buddy or have a buddy on deck. No swimming after dark, except where proper illumination exists and permission has been given by the Camp Coordinators. Rules outlined in the Aquatics Program must be followed at all times. **AT NO TIME IS SWIMMING WITHOUT PROPER BATHING ATTIRE PERMITTED.**

#### PSW VEHICLES

PSWs are asked to park their vehicles where instructed. Vehicles must be locked at all times.

#### SLEEPING ARRANGEMENTS

PSWs will sleep in staff quarters unless it was pre arranged to sleep with their camper. Sleeping areas will be designated by the Camp Coordinators and must take into account the following: fire safety, camper and public perception. Open flames and incense are strictly forbidden in staff rooms. Staff rooms are out of bounds for practical jokes.

Sleeping arrangements vary for each camp, but make sure to bring your own sleeping bag, sheet and pillow.

- a) Squamish - Has both a boys and girls dorm. Staff sleep upstairs in large rooms with typically 2-3 staff per room. Extra beds and cupboards are available in these rooms for SLIPs.
- b) Shawnigan- SLIPs will share staff dorms - anywhere from 4 to 8 people in a room, always divided by gender. You can also opt to sleep outside under the stars in the designated sleeping area.
- c) Winfield- SLIPs will sleep in staff rooms - usually there are between 2 and 3 people per room.

#### SMOKING

Smoking on camp property is **strictly forbidden**. Smoking is permitted off-site during designated breaks only. It is inappropriate to smoke on the road or directly adjacent to the camp property. These behaviours increase risk of injury to staff and may create a negative image for the Society. All tobacco will be kept under lock and key in the Health Care Centre.

#### TELEPHONES

Telephone calls can be made during off times, from a designated phone. Operator assistance or calling cards are required for long distance calls. The camp office telephone may be used only with permission of the Camp Coordinators.

All long distance calls (except for approved society numbers indicated on an official summer phone list) must be recorded in the telephone logbook. All personal long distance calls must be charged to a calling card or another number.

#### TRANSPORTATION

Only designated camp staff may drive camp vehicles, at the discretion of the Camp Coordinators and the Director of Properties.

#### VISITORS

The Camp Coordinators must approve all visitors prior to their arrival at camp. A staff member should immediately escort any visitors to the Camp Coordinator. An Easter Seals staff member must accompany any visitor at all times, unless instructed otherwise by the Camp Coordinators. The arrival of official visitors and campers' parents should not interrupt the camp program, but they should be treated courteously. All visitors must sign the Visitor logbook. All visitors must provide picture identification and be on the camper's authorised pick up list before they can visit with a camper or take them off-site.

Rather than visiting during a session while their child is in attendance, parents are encouraged to visit the camp on the day of Open House, or when they provide transportation for the child.

Although Easter Seals Camp staff members often consider the camp their home for the summer, it remains a professional work environment that they share with a large number of other individuals. As a result, Easter Seals Camp Staff are asked to meet and entertain personal visitors (i.e. family, friends, partners etc.) off-site. Permission may be received from the Camp Coordinators to take personal visitors on a brief camp tour, at a specified time.

The Camp Coordinators have the authority to ask a visitor to leave camp if the visitor is acting in a manner that is detrimental to the staff, campers or camping program. The Summer Camp Administrator must be informed of the situation before the visitor is asked to leave

### What to Bring

The last thing that you want to do is get to camp and realize that you haven't brought your alien costume. So here is a list of things that might come in handy

- Sleeping bag/ blanket and sheets
- Pillow
- Swim Suit
- Toiletries
- Summer Clothes (things that can get dirty/painted)
- Warm Clothes for evenings and rainy days
- Towel x2
- Sun hat
- Sandals and Athletic Shoes
- Banquette Outfit (semi-formal)
- Watch and alarm clock
- Sunscreen and Bug Repellent

### What Not To Bring:

- Electronics that might get lost or broken
- Knives or other dangerous objects
- Expensive clothing that might get stained at camp

### **A Word about Communication**

The counsellors that each PSW will be partnered with will be happy to answer any of the questions that you may have and will work closely with you throughout the week to ensure that you have the resources you need to support your camper. If, at any point, you feel that you need further support, or that the counsellors you are partnered with are not able to assist you please do not hesitate to speak with the coordinators. If you have any questions before camp starts please contact the Coordinators at your respective camp.

- a) Shawnigan - [campshawnigan@gmail.com](mailto:campshawnigan@gmail.com)
- b) Squamish - [campsquamish@gmail.com](mailto:campsquamish@gmail.com)
- c) Winfield - [campwinfield@gmail.com](mailto:campwinfield@gmail.com)

More information about camp and **MAPS and DIRECTIONS** are available at:

<http://www.eastersealscamps.ca/>



### **LETTER OF UNDERSTANDING**

I, \_\_\_\_\_, have read and understood the 2009 BC Easter Seals Camping Personal Support Worker Handbook. My signature below indicates that I agree to and will abide by all the standards described therein, and with all other policies and procedures of the British Columbia Lions Society. In addition, by signing this document I confirm that I am free of any pending criminal charges or convictions that may preclude me from working with children.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*Please cut this form, complete and submit to Camp Coordinators on DAY ONE of your camping session 2009\*\*\***

**EASTER SEALS CAMPING PROGRAM  
PERSONAL SUPPORT WORKER EVALUATION OF CAMP EXPERIENCE**

*Please take time to fill out this evaluation. Your input is essential to the continued success and improvement of our camping program. If more space is required, please attach an additional sheet.*

**Name:** (Optional) \_\_\_\_\_ **Sex:**     M     F

**Name of Camper You Supported:** \_\_\_\_\_

**Easter Seal Camp Site:**             Shawnigan             Squamish             Winfield

**Week:** 1 2 3 4 5 6            **Session Dates:** \_\_\_\_\_

**Session Type:**             Kids                             Physical Disabilities  
                                  Adolescents             Mental Disabilities  
                                  Teens                             Physical and Mental Disabilities

**Did you feel the initial PSW meeting and supporting material prepared you for working at camp? Please Explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**From your point of view, please comment on the performance of the following individuals:**

Counsellors: \_\_\_\_\_

Programmers: \_\_\_\_\_

Nurses: \_\_\_\_\_

Coordinators: \_\_\_\_\_

Kitchen Staff: \_\_\_\_\_

**From your camper's point of view, please comment on the performance of the following areas:**

Counsellors: \_\_\_\_\_

Programmers: \_\_\_\_\_

Nurses: \_\_\_\_\_

Coordinators: \_\_\_\_\_

Kitchen Staff: \_\_\_\_\_

**What was your overall impression of the Easter Seal Camping Program?** \_\_\_\_\_

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**Suggestions you feel would improve the camping experience for you and /or your camper in the future:**

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**May we use your comments in promotional material?**     Yes                       No

**Would you like a written response to your comments?**     Yes                       No

(If yes, please provide address): \_\_\_\_\_

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**Additional Comments/Suggestions:** \_\_\_\_\_

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\_\_\_\_\_  
**PSW Signature**

\_\_\_\_\_  
**Date of Signature**

**Coordinator's Comments:** \_\_\_\_\_

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\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date of Signature

**EASTER SEALS CAMPING PROGRAM  
PERSONAL SUPPORT WORKER EVALUATION FORM**

**Name of Personal Support Worker:** \_\_\_\_\_ **Sex:**  M  F

**Name of Camper Supported:** \_\_\_\_\_

**Easter Seal Camp Site:**  Shawnigan  Squamish  Winfield

**Week:** 1 2 3 4 5 6 **Session Dates:** \_\_\_\_\_

**Session Type:**  Kids  Physical Disabilities  
 Adolescents  Mental Disabilities  
 Teens  Physical and Mental Disabilities

**Please rate the Personal Support Worker (PSW)'s performance by circling the appropriate number:**

<b>1</b>	-----	<b>2</b>	-----	<b>3</b>	-----	<b>4</b>	-----	<b>5</b>
<b>Did not meet expectations</b>		<b>Marginally met expectations</b>		<b>Met expectations</b>		<b>Exceeded expectations</b>		<b>Far beyond expectations</b>

**PSW met the camper's basic physical care needs.**

1 ----- 2 ----- 3 ----- 4 ----- 5

**PSW met the camper's basic behavioural and emotional needs.**

1 ----- 2 ----- 3 ----- 4 ----- 5

**PSW encouraged the camper to participate in camp activities.**

1 ----- 2 ----- 3 ----- 4 ----- 5

**PSW made an effort to interact with others and adapt to the camping program.**

1 ----- 2 ----- 3 ----- 4 ----- 5

**PSW communicated any concerns to Easter Seal Camp staff in a timely and appropriate manner.**

1 ----- 2 ----- 3 ----- 4 ----- 5

**Should the PSW return with the camper in future summers?**  Yes  No

**If not, please explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Evaluation By (Counsellor's Name)  
 \_\_\_\_\_  
 Counsellor's Signature

\_\_\_\_\_  
 Agreed With (Counsellor's Name)  
 \_\_\_\_\_  
 Counsellor's Signature

**Coordinator's Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Coordinator's Signature

\_\_\_\_\_  
 Date of Signature