



Lions Clubs International



# Diabetes Camps Handbook

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## Introduction

Congratulations on taking on the role of planning and hosting a diabetes camp! Participating in this process is a rewarding experience for your club, district and multiple district as well as youth. This handbook serves as a resource for you to understand the roles and responsibilities of planning and implementing a diabetes camp program. Whether your club, district or multiple district is starting a program for the first time, seeking program improvement or attempting to restart a program after a long hiatus, this guide will help you to ensure that the diabetes camp experience is successful for you, your club, district, multiple district and the youth.

## Section 1. Lions Clubs International Diabetes Camps program

### A. What is a diabetes camp?

For the purposes of this program, the term “camp” is defined as a program for youth to gather and increase their supportive network of peers and improve their diabetes management through educational activities at a site away from home, school or other extracurricular activities. A diabetes camp is defined as a program that includes not only a day camp with structured activities for youth and/or their families but could also include overnight stays. A diabetes camp can benefit youth by:

- » Creating and maintaining peer groups with others living with diabetes
- » Establishing a support system among youth and families
- » Improving diabetes management skills
- » Increasing confidence
- » Supporting parents and guardians as well as the youth
- » Training volunteers in diabetes education
- » Helping volunteers understand the scope and impact of diabetes on youth and their families

This diabetes camps program is comprised of four types of camps: day camp (1 day); multiple days of day camp (2–7 days); multiple days of overnight camp (2-7 days); and international exchange camps. Interested parents and/or youth can discover available camp programs through local schools, community news and/or Lions/Leo clubs. Clubs may participate in a variety of ways by providing volunteer hours, camperships/fundraising, foster partnerships or coordination and implementation of a camp.

- » Please note that there may be other versions of diabetes camps programs than those listed above. This resource will only focus on guiding Lions and Leo club members in developing diabetes camps programs with these four types of camps.



- » This program does not involve tourism, academic study or employment. Instead, youth are encouraged to use this program as an opportunity to create and maintain relationships within a supportive network and expand their diabetes management skills with increased knowledge and confidence.

## Section 2. Legal considerations

The following sections are legal considerations for Lions and Leo club members regarding youth and data protection. These legal considerations are intended to protect against potential legal issues and are important to consider to protect yourself, your family and your club. Please check with your local authorities or governments regarding what the specific needs are regarding youth protection, data collection and consent.

### A. Youth protection clauses

- » All participating Lions and Leos must strive to create and maintain a safe environment for all youth who participate.
- » Please establish procedures for reporting and handling incidents, such as allegations of abuse or harassment.
- » You should prohibit any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in physical, sexual or emotional abuse or harassment while working with youth.
  - » Use background checks for all volunteers of the program.
  - » Please follow local laws and regulations for this process.
- » You should remove any adult with an allegation of, or has admitted to, physical, sexual or emotional abuse or harassment from all contact with youth.
  - » This includes if any allegations have been made during an ongoing program.
- » Please establish crisis management procedures for your program in the event of an emergency such as intruders/strangers onsite, a natural disaster and/or civil or political unrest.
- » Please establish a procedure should a camper or volunteer become lost or separated from the group.
- » Lions and Leos should follow and abide by all local laws and regulations regarding youth protection.

### B. Personal data protection

It is generally recommended:

- » That where personal data about a minor is collected, parental consent should be obtained.
- » That once personal data has been used and the purpose of the information has been fulfilled, the personal information be destroyed, deleted and/or erased to prevent any misuse.
- » You should ensure that a standard procedure, such as specific time lengths, is implemented for keeping personal data of program participants (both youth and adults) after the program is complete. This will minimize the potential for complaints later.



## C. Consent

- » All application forms should disclose in clear and distinguishable language how and for what purposes that personal data may be used. Lions and Leo club members are responsible for complying with any local data privacy laws and protecting the information that you receive in this role.
- » To post pictures or videos taken during the youth's diabetes camps experience on social media, it is encouraged to obtain written consent from the youth or, if a minor, the parent(s)/guardian(s).

## Section 3: Lions Clubs International Diabetes Camps program basics

There are a few basic things you should consider when thinking about planning and implementing a diabetes camp. The following section provides suggestions of initial considerations to take. Please note that some camp programs may require additional initial considerations.

### A. Length of program

- » Day camp (1 day)
- » Multiple days of day camp (2–7 days)
- » Multiple days of overnight camp (2–7 days)
- » International camp or exchange program (5–10 days)
- » If you would like to learn more about an international camp/exchange program, please visit the Youth Camps and Exchange webpage at [lionsclubs.org/en/YCE](https://lionsclubs.org/en/YCE).

### B. Participants of the Lions Clubs International Diabetes Camps program: Which population will your camp serve?

Type of diabetes the camp will serve (type 1 or type 2 or both)

- » Youth living with diabetes (type 1 or type 2 or both)
- » Parent/guardian/family of youth living with diabetes — some camps include educational seminars and activities for parents/guardians/family/friends of youth.
- » In some cases, these populations attend camp for the length of camp along with the youth. Be sure to accommodate this in your budget if you choose to serve these populations. You will need to consider extra budget for lodging and meals.
- » Please see **Appendix A: Potential camp participants**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps), for more information about the audience you may serve.

## Volunteers

The following list of volunteer roles could apply to a Lion or Leo based on experience with





the nature of the volunteer role. Decide which roles would best fit each volunteering Lion or Leo's interest.

Please see **Appendix B: Volunteer roles**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps), for more detailed information about the role and responsibilities for the below listed positions.

Types of volunteers include but are not limited to:

- » Local planning team
  - » Lions Clubs International Diabetes Camps committee members
  - » Camp director
  - » Assistant camp director
- » Medical team
  - » Medical director
  - » Group medical leaders
  - » Lead camp physician/nurse
- » Food and nutrition team
  - » Camp dietitian
- » Activities team
  - » Activities director
  - » Day/week volunteers
  - » Group counselors
  - » Group leaders
- » Other helpful positions
  - » Director of psycho-social services
  - » Technology director
- » Please note that there may not be a Lion or Leo in your area that fits the expertise needed to serve in these roles. Should that be the case, it is recommended that you find people with the appropriate expertise to fill these roles.
- » These different roles may require additional investment either through funds or capacity. Be sure to create and adjust the camp budget accordingly during initial planning.

## Section 4. Planning camp (3–5 months)

The following section details the steps that you should take to organizing and implementing a diabetes camp program. From creating a local planning committee to the basic diabetes management at camp, this section will help you organize and host a well-rounded diabetes camp program.



- » General tips to keep in mind before planning a camp:
  - » Become familiar with the Lions Clubs International Diabetes Camps Handbook and all Lions Clubs International Diabetes Camps resources.
  - » Review the local history of the diabetes camps program from your club, district or multiple district.
  - » Take note of the successes and challenges to inform how to best manage the program.

## A. Organizing a local planning committee

The roles of this committee vary based on the needs of the program. However, in general, this committee oversees all participants and logistics program.

- » Some committees include co-chairperson(s), secretary, treasurer, camp director and other applicable positions.

Organize a committee at least eight months prior to the first day of camp.

- » Please note that the timing of planning, implementing and evaluating your program could vary based on the needs of your program.

## B. Determine the feasibility, scope and objectives of your program

Ensure that the entirety of the planning committee agrees on the scope and objectives, which may include but is not limited to:

- » Serving youth with prediabetes, type 1 and/or type 2 diabetes
- » Age of youth
  - » It is recommended that specific age groups be separated. For example, youth ages 5–10 should be separated from youth 11–17.
- » Number of youths
- » Parent/guardian/family involvement
- » Preferred venue or facility
  - » See “Choosing a venue” below for more information.
- » Potential volunteer staffing and number of volunteer staff
- » Determining the length of camp
- » Determining the appropriate licensing needs for your camp program
  - » In some cases, the camp program will need certain types of licensing to conduct a camp of this nature. Verify with your local officials as to what kind of licensing you may need.
  - » Local planning committees should take the time and budgetary needs for additional licensing into account when planning.
- » Activity program/schedule
  - » Planned activities include but are not limited to:



- » Diabetes education seminars
- » Peer support groups
- » Service projects
- » Swimming
- » Hiking
- » Archery
- » Offsite activities such as white-water rafting, museums, city exploration, etc.
- » Horseback riding
- » Please see **Appendix C: Sample activity/program schedule**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps).
- » Please note that it is common to include a guest visit as part of your agenda.
  - » Guest visits could include but are not limited to:
    - » Lions/Leos visiting camp
    - » Family or friends visiting camp
  - » It is recommended to set aside a specific time or day in your agenda to accommodate this.
- » Determining the need for gaining financial or volunteer support from your district or multiple district
  - » You may need help fundraising to meet the needs of your camp budget, or you may need more volunteers to help run a successful camp. Do not be afraid to reach out to your neighboring Lions and Leos to lend a hand!

## C. Prepare a budget

Start small! Planning and implementing a diabetes camps program can be very expensive and involve complex logistics. If this is your first time, it is recommended to start with a day camp program.

- » Please see the Half-Day Diabetes Family Event Project Planner found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps) for more information on how to plan a day camp.

Determine if your program will support a campership program.

- » A campership is when clubs choose to “sponsor” a camper by paying for their camp fee or other fees associated with camp.
- » It is common to travel to clubs throughout your district and multiple district with success stories to help secure camperships.
- » Press releases can be beneficial for securing camperships. If your program chooses this option, be sure to publicize your program with plenty of time to secure camperships.
  - » Consider adapting **Appendix D: Sample press release**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps), to fit the needs of your program in seeking local support for camperships.
- » Consider a fundraiser or developing local partnerships to support the operational cost of camp.





- » Plan a fundraiser to raise money for your club or district to provide camperships for potential campers.
- » For more information about planning an online or event fundraiser, please refer to the Fundraising Guide found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps).
- » Consider acquiring camp sponsors.
  - » A sponsorship could help pay the camp fee for potential interested youth as well as the administrative cost of camp.
  - » Administrative costs include but are not limited to:
    - Camp venue rent
    - Camp maintenance cost
    - Food
    - Activity supplies
- » This may require submitting a business plan, letter writing, meetings, negotiation, planning and preparation.
- » Ensure you have enough lead time before camp when securing outside sponsors for operational costs and campers.
- » Refer to the Developing Local Partnerships Guide found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps).
- » Developing partnerships is a critical component to running a sustainable diabetes camp program.
- » Examples of local funding partners include, but are not limited to:
  - Local businesses, local hotels and resorts
  - Networks of the parents, youth, volunteers and the Lions Clubs International Diabetes Camps committee
  - Local diabetes associations
  - Local Lions
  - Pharmacies or pharma companies
  - Local transportation companies
  - Donations
  - Schools/universities and other local partnerships, as applicable

## D. Identify and determine the required insurance needed to run camp

- » The Lions Clubs International Diabetes Camps program and its participating affiliates are covered by the general Lions International insurance liability. This means that Lions International's general liability insurance would likely respond in the event of an accident or emergency if a diabetes camps program affiliate were deemed legally liable for damages.
- » It is the responsibility of the local planning committee to verify that the participating volunteers and youth have sufficient travel, accident, life, personal property, health and liability insurance to cover any and all contingencies during the diabetes camps program.
- » This is important to determine before the camp.



- » Your local planning committee should research any necessary separate insurance coverage for the camp itself or Lions and Leos involved, depending on the activities of the camp.
- » It may be in the best interest of the participating youth and volunteers to ensure that their travel insurance includes medical transportation coverage if the youth needs to be transferred home due to a medical emergency.
- » Regardless of whether more insurance is required, the volunteers and youth must provide the local planning committee all details — such as phone numbers or local branches of the chosen insurance company — in case a claim arises.
- » Your local planning committee should secure a release of liability from each youth or, if a minor, from the youth's parent(s)/guardian(s), and the volunteers.
  - » This is language that should be included in the applications.
  - » Please see **Appendix E: Camp volunteer application form template** and **Appendix F: Camp participant application form template**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps), for examples of liability language.
- » Costs of such insurance coverage could be reimbursed to the diabetes camps program through camp fees charged to participating youth and/or their families.
  - » Camp fees are at the discretion of the local planning committee for each program.
- » Please follow all local laws and regulations regarding requiring medical insurance for youth and volunteers attending camp.
  - » In some cases, your local government may cover the youth through governmental insurance.
  - » In other cases, your camp committee could consider providing basic medical insurance at a low cost for youth and volunteers.
  - » This basic medical insurance cost could be covered through a partnership or camp fee.
- » Please consider low-income families when establishing the requirement for insurance.

## E. Choosing a camp venue

- » Ensure that the venue can accommodate a program for youth living with diabetes and supporting volunteers.
- » In best case scenarios, venues are secured where the diabetes camp program is the only program in operation at the venue for the duration of camp.
- » If you are hosting an overnight program, ensure lodging can accommodate the appropriate separation of youth and/or the sharing of space with parents/guardians, peers or siblings.
- » Ensure that medical and counselor volunteers can either stay close to the youth or in the same lodging area as the youth to ensure supervision and safety precautions are in effect.
- » Ensure that all camp leadership (director, doctor, site manager, etc.) are always available for contact in case of an emergency.
- » Ensure that there is a place for a nurse's station at camp.
  - » This station should include:
    - Bed(s)



- Nearby toilets and handwashing stations
  - An area for isolation, if needed
  - Medical supply storage area
  - Refrigerator or cool place to store insulin
  - First-aid kit
  - Sharps container
  - Other medical equipment as needed
- » Through local partnerships and the camp venue, the camp should be equipped with extra medical equipment including but not limited to:
- » Various types of insulin with proper storage
    - This includes low-temperature storage and/or locking medication to limit access beyond medical professionals.
  - » Blood glucose testing meters and test strips
  - » Insulin syringes
  - » Insulin pen needles
    - Please note that these needles should be single-use and sealed.
  - » Urine or blood ketone test strips
  - » “Hypo kits” for camp staff to treat low blood sugar that include the following:
    - Meter
    - Test strips
    - Alcohol swabs
    - Treatment for mild hypoglycemia, which may include glucose tablets, juice, candy and more
    - Back-up continuous glucose monitor (CGM) materials (as needed per youth or volunteers living with diabetes)
  - » Daily medical tracking logs

## F. Develop an application and review process for potential youth participants and volunteers

The local planning committee is responsible for planning and implementing the application and interview process of potential youth participants and volunteers.

- » Each potential volunteer and youth should complete an application form.
- » Visit [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps) to access *Appendix E: Camp volunteer application form template* and *Appendix F: Camp participant application form template*.
- » Individual camps should not collect any information from applicants that will not be used in the selection process or in supporting the individual during their camp experience.



- » Be sure to gather information regarding whether the youth has particular medical conditions aside from diabetes, such as allergies to certain foods, substances (pollen, dust or fur) or medicines, a seizure disorder, a regular or potential need for medication and specific requisites of hygiene or diet dictated by religious obligations.
- » Determine the characteristics the local planning committee will look for in potential volunteers and youth.
  - » For recommended characteristics, please refer to **Appendix G: Participant characteristics**, found at [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps).
- » The local planning committee will have final approval of youth participant and volunteer applications.
- » Following a review of applications, the youth and volunteers should be interviewed.
  - » Generally, interviews of youth participants are completed with parent(s)/guardian(s).

## G. Publicize your program to recruit youth participants

Create promotional materials to post at local schools and youth-serving organizations, or to distribute to local school nurses and other community buildings.

- » Send out a programmatic press release to your local media channels.
  - » Visit [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps) to access **Appendix D: Sample press release**.
  - » Please note that this resource can be adapted to fit your specific program needs.
- » Write a public service announcement for your local radio stations.
- » Consider recruiting youth through social media with the use of a hashtag.
- » Reach out to local Lions clubs, districts and multiple districts to inform them of your program if you haven't done so already.
- » Offer to give a presentation to introduce your program at a club meeting, district or multiple district event.
  - » If you have held a camp previously, engage a previous camper who has recently participated in the program to speak along with you to provide a testimony to Lions and Leos about the benefits of the Lions Clubs International Diabetes Camps program.
- » Prospective youth are typically found through family, friends, fellow Lions or Leos or from the community.
  - » The youth and/or their family member(s) do not need to be Lions or Leo members.

## H. Establish an evaluation process to help assess the successes of your program

It is important to establish the evaluation process early in the planning process so that it is ready for the implementation and evaluation phases of your program.

- » Evaluation processes can include but are not limited to:
  - » Pre/post-camp camper surveys



- Please visit [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps) and refer to *Appendix H: Pre-camp/post-camp participant evaluations* as an example of a survey to use
- » Art activities where the campers reflect on their favorite day at camp by drawing a picture
- » Please note that you can establish an evaluation process for whatever you would find useful
- For example, you may consider evaluating youth participants, volunteers and/or parents, guardians and families

## I. Develop non-medical procedures

From planning a seamless registration day for camp to planning activities for camp, this section will walk through the different types of non-medical procedures your camp should have in place. Please note that some camps may require the development of more non-medical procedures than are listed below. These procedures should be developed and reviewed annually by the camp director, medical director, activities director and psycho-social director.

### Registration and departing camp procedures

- » Establish a procedure of how, where and to whom youth and volunteers will check into and out of camp.
- » Please identify who will escort youth and volunteers to the correct place when checking into and out of camp.

### Activity non-medical procedures

- » Please note that any physical sport activity such as archery, canoeing, or other sports specific to your camp should have rules, regulations and an emergency plan established.
- » Some examples of non-medical activity procedures include but are not limited to:
  - Water sports and/or aquatics rules and regulations
  - Lost swimmer plan
  - Hiking rules and regulations
  - Missing hiker plan

## J. Develop common diabetes health procedures

These procedures should be developed and reviewed annually by the camp director, medical director, activities director and psycho-social director.

### Key diabetes management procedures to consider

Consider the safety of all your participants, including staff and youth. It is common and important that a diabetes educator or medical volunteers are present at all activities for the safety of the youth.

- » Develop a blood glucose tracking process
- » At registration, note the campers that check-in with high/low blood glucose, or ketones.



- This is important to note at registration and monitor throughout the duration of camp to ensure the campers' medical safety while at camp.
- » It is common to create a daily log sheet that group medical leaders, group leaders and/or group counselors carry with them at all times to track youth's blood glucose from the time they check in at camp to the time they leave camp.
- Develop a safety procedure for keeping medical records of campers that includes, but is not limited to, the proper storage and destruction of medical records before, during and after camp.

### **Diabetes and physical activity procedure**

- » Remember that physical activity can cause hypoglycemia. Ensure the camper has consulted their healthcare provider and developed a plan for monitoring their blood glucose and amend their treatment plan as necessary to accommodate camp activities. This plan should be communicated to the camp doctor/nurse upon arrival. It is critical that blood glucose checks happen before increased amounts of physical activity.

### **Other key diabetes management processes to consider**

- » Ensure that the youth are taking their insulin as directed by their healthcare provider.
- » Document the frequency of blood glucose testing in your activity schedule.
- » Determine how to implement each camper's treatment plan for mild and severe hypoglycemia, as directed by their physician.
  - » It may be useful to determine general mild-to-severe hypoglycemia procedures if that falls within the needs of your camp program.
- » Determine which volunteers will carry hypoglycemia treatment, where it will be stored at camp and how to treat hypoglycemia without ketosis.
- » Develop an overnight blood glucose testing procedure, if necessary.

## **K. Develop non diabetes-related healthcare management procedures**

- » Your registration health screening procedure should include recording all youth/volunteer non diabetes-related medications and the times required for distribution.
  - » It is common for the nurse's station to distribute medicines as prescribed to volunteers and youth.
- » It is important to establish a contagious disease or contagious illness healthcare management plan that includes the prevention of spread to other camp volunteers and youth.
  - » Ensure that this plan follows the appropriate Centers for Disease Control (CDC) or World Health Organization (WHO) guidelines.
  - » Ensure that this plan also follows the appropriate local health official guidelines.
- » In the event of serious illness or accident, every effort should be made to contact the youth's parent(s)/guardian(s) immediately to provide them with complete information, including a doctor's diagnosis and recommended treatment. An incident report should be completed immediately.





- » Any illness or accident involving a youth requires the prompt attention from the local planning committee.
- » All youth application forms must include written permission from parent(s)/guardian(s) for any necessary medical or surgical treatment in the event parent(s)/guardian(s) cannot be reached during an emergency.
- » All volunteer application forms must include written permission to any necessary medical or surgical treatment permission in the event that their emergency contact cannot be reached.
- » The local planning committee is responsible for contacting and informing the youth's parent(s)/guardian(s) or volunteer's emergency contact in the event of a medical emergency.

## L. Develop behavioral health procedures

It is common for youth living with diabetes to struggle with their disease. This can come out in the form of unexpected behavior. It is recommended to create a plan for how to deal with youth that are exhibiting difficult behavior.

- » If youth or volunteers are not positively engaging with others, or for extreme behavioral difficulties, the matter should be handled tactfully by the committee.
- » In extreme situations, such as the youth or volunteer becoming at risk to themselves or others while at camp, it could become necessary to arrange to return the youth or volunteer to their home at the burden of the family or guardian's own cost.

## M. Develop a meal plan for all meals and snacks during the camp session

It is extremely important to carefully plan the meals for youth living with diabetes. What they consume directly impacts their blood glucose levels and will determine the need of how much insulin to use before meals.

- » Please use all local laws and regulations regarding proper food preparation.
- » Use the help of a dietitian or nutritionist that is experienced in diabetes management to plan the meals.
- » Each meal and snack must have carbohydrate counts for proper pre-meal BGM/insulin preparation.
- » Ensure consistency in snacks and meals.
- » Develop a strong relationship with the cook at camp to ensure the safety of the menu for the youth.
- » The dietitian/nutritionist and cook need to develop a meal plan to accommodate any dietary restrictions (other than diabetes) for campers and volunteers, including but not limited to, allergies or celiac disease, religious considerations and low-carbohydrate foods.
- » Ensure that there is an area to post the carbohydrate count for meals and snacks.
  - » Make a plan to assist the younger children in reading and applying this information to their meal selections.

## Section 5. Implementing camp (1–3 months)

Implementing camp means that it is time to start putting all your planning into action!



## A. The interview process

Start with the application and interview processes of the potential youth and volunteers.

- » Review submitted applications and determine which applicants will move to the interview process.
- » Neither youth nor volunteers should be selected to fulfill a quota. Youth and volunteers should only be considered if they meet the requirements of the program.
- » Please note that it is common for the interview process to include a phone or in-person conversation with the youth and their parent(s)/guardian(s).
- » Phone or in-person interviews apply to volunteers as well.
- » It is recommended to have a waitlist of youth and volunteers, as needed.

## B. Communication expectations

Once volunteers and youth participants are selected for your program, it is imperative to have clear and consistent communications about camp programming, expectations and other vital information. Without good communication, the program may result in an unsuccessful experience. Consider regular meetings and/or trainings for essential camp staff.

Communicate all safety and medical procedures, including emergency phone numbers, with the youth, their families/guardians and volunteers.

### Communication at camp

- » Determine if your diabetes camps program will allow cell phone use at camp and be sure to let the youth, their families/guardians and volunteers know before they arrive. If cell phones will not be allowed, establish alternative communication guidelines and plans.
- » Please note that it is common for campers to have CGMs that are connected to their phones and connected to their parent(s)/guardian(s) phones. This should be taken into consideration when deciding if cell phones are allowed at camp.

## C. Travel arrangements for youth

- » Typically, the youth and their families/guardians are responsible for the travel arrangements of the youth.
- » Last minute, unavoidable changes, as it relates to youth travel, should be communicated immediately to the committee.
  - » In some cases, the local planning committee can arrange for transportation for the youth to and from camp.
- » These cases should be discussed and the process should be finalized prior to the beginning of camp.

## D. Youth orientation

- » Provide a fun and engaging orientation for the youth. Orientation is a way for you to get the youth excited about their upcoming experience.



- » Orientation is typically held within the first few hours of registration at camp.
- » Orientation topics can include, but are not limited to:
  - » Volunteer and youth introductions
  - » A review of the rules, policies and procedures of camp
  - » Expectations of the youth
  - » Combatting homesickness
  - » Map of camp
  - » Camp accommodations
  - » Camp schedule, including meals, camp activities and group events

## E. Volunteer orientation

- » Orienting volunteers is critical for the successful implementation of your program.
- » Volunteer orientation is typically held before the camp session begins while the youth orientation typically happens on the first evening of camp.
  - » For day camp programs, it is common for volunteer orientation to happen either the day before camp, or the hours leading up to the day camp event.
- » Sometimes orientations are held virtually.
- » Ensure that the volunteer training is tailored to the specific age group of the camp participants.
  - » In some cases, programs have several orientation sessions. It is recommended to have one general orientation for all volunteers before camp season starts. Then, at the beginning of each camp session, host a session-specific orientation for the volunteers of that session.
- » Orientation topics can include but are not limited to:
  - » Training in the basics of diabetes, such as measuring blood glucose, monitoring insulin usage and identifying and/or treating lows and high
  - » Roles of all the participants of the diabetes camps program
  - » Introductions: Examples include introductions to the camp director, lead camp physician and/or nurse, camp dietitian and/or nutritionist, the camp activities director and fellow camp volunteers
- » A review of the rules, policies and procedures of camp
- » Expectations of volunteers

## F. Consistent diabetes management during camp

The camp should have licensed medical care professionals or knowledgeable diabetes educators that are always present during group activities. Refer to and follow the procedures outlined in the above sections such as, “Develop non-medical procedures,” “Develop common diabetes health procedures” and “Develop behavioral health procedures.”

- » Maintain accurate day-to-day medical records for all youth.



- » These records are typically copied and given to the parent(s)/guardian(s) at the end of camp.
- » Keeping medical records at camp is critical for the safety of the youth.
- » The following should be documented before high level of physical activities, meals, bed and mid-night checks:
  - » Insulin dose
  - » Bolus frequency
  - » Blood glucose levels
  - » Illness
  - » Ketone testing results
  - » Accidents
  - » Treatment

## Section 6. After camp

Meet with all volunteers as soon as possible after camp to debrief the camp session.

- » Send out the post-camp evaluation to both the youth and the parent(s)/guardian(s).
- » This can be achieved by:
  - » Sending paper surveys through the mail
  - » Emailing an electronic version of the survey
  - » Creating and sending a link to an online survey
- » Have a follow up meeting with volunteers to share the results from your evaluation feedback to discuss program improvement for next year.
  - » If necessary, meet with just the committee to discuss the overall process and improvements for next year.
  - » Begin planning your camp program for next year!

## Section 7: Opportunities for participants and next steps

Diabetes camps participants could benefit from Lion/Leo membership. When you become a Lion/Leo, you become part of a global network of volunteers working together to make a difference. Below are just a few of the great benefits they can expect.

### A. Membership

- » **Join a community of good:** There are over 48,000 Lions/Leo clubs around the world. Each is filled with people like you who've decided to take action and serve others. Lions and Leos form unique friendships and meaningful connections that can last a lifetime.



- » **Put leadership skills into action:** A Lions/Leo club is a great place to develop your leadership skills and put them into action. Each club offers opportunities to lead, along with first-class training from our global association.
- » **Access a global support system:** Every Lion/Leo and club is supported by our international association and global foundation. Lions International staff members are constantly working on tools and technology to enhance your service.
- » **Experience the feeling of service:** At the heart of Lions/Leo clubs is one constant: service. Giving your time and energy to others is a fantastic way to help your community. Yet, it also provides a great feeling for you that can spread and have a positive impact in your life and how you approach the world.

## B. Plan additional diabetes programs

The hearts of Lions and Leos beat for service. Since 1917, our aim to serve humanity has never wavered. Service is our journey! As we serve, we grow. And we were never meant to stop. Is your diabetes camp trying to help others living with diabetes in your community? Consider other Lions International programs for your group to get involved in!

- » **Strides for Diabetes Awareness:** Strides is a highly visible, family-friendly activity that promotes diabetes awareness, education and the importance of healthy exercise for youth and adults at risk of or living with diabetes. For more information visit [lionsclubs.org/en/strides](https://lionsclubs.org/en/strides).
- » **Diabetes peer support groups:** Diabetes peer support groups serve as a place for members of the community who are living with diabetes to meet and create an encouraging environment in which to share their experiences, learn more about their disease and plan their management. You can learn more by visiting [lionsclubs.org/en/DPSG](https://lionsclubs.org/en/DPSG).
- » **Type 2 diabetes screenings:** A type 2 diabetes screening project is a one-day community event that provides type 2 diabetes education, awareness and screening services, including referral services for community members. Project organizers work with medical professional screeners or medical staff to determine screening methods and equipment. For more information, visit [lionsclubs.org/en/type2](https://lionsclubs.org/en/type2).
- » **Apply for a diabetes grant:** The Lions Clubs International Foundation (LCIF) Diabetes Grant program offers financial support to Lions who seek to improve diabetes awareness, prevention and management initiatives in their communities. Lions are eligible to apply for grant funding up to US\$250,000 for impactful projects within the diabetes global cause! For more information, or to apply for a grant, please visit [lionsclubs.org/en/diabetes-grants](https://lionsclubs.org/en/diabetes-grants).

## C. Support our other global causes

Lions International has united our global service around five areas of need: vision, hunger, environment, diabetes and childhood cancer. These global causes present significant challenges to humanity, and we believe it's our turn to meet them. Learn more about our global causes at [lionsclubs.org/en/global-causes](https://lionsclubs.org/en/global-causes).

## Section 8: Thank you!

Thank you for your service as a Lion and Leo! For more information about the Lions Clubs International Diabetes Camps program, please visit [lionsclubs.org/en/diabetes-camps](https://lionsclubs.org/en/diabetes-camps). For specific questions about the diabetes camps, please contact [programs@lionsclubs.org](mailto:programs@lionsclubs.org).



## Section 9: Acknowledgements

- » Created with the support of local Lions diabetes camps, Lions and by Lions Clubs International 2020
- » Reference: IDF Life for a Child program, 2015, Guidelines for Conducting Diabetes Camp Activities in a Less-Resourced Country

