

# REDDIE DIGITAL FILMMAKING CAMP HANDBOOK



**Registration:** Registration forms are due by May 3, 2024.

## CHECK-IN

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Check In is Tuesday, June 25<sup>th</sup> at 4:00 pm at the Sturgis Dormitory

Please do not bring your belongings into the dormitory when you check in. After you have checked in at the dormitory, go back to your car to get your belongings and move into your room.

## LOST KEYS

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There will be a \$50.00 charge for each lost key.

## MEALS:

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Breakfast, lunch and dinner will be provided by the dining hall.

Breakfast: 8:00-9:00 am

Lunch: 12:30-1:30 pm

Dinner: 5:30-6:30 pm

**WHAT TO BRING:**

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**ALL PARTICIPANTS**

Sheets, blankets, pillow, everyday clothes, workshop clothes, alarm clock, towels, washcloths, comb/brush, soap, deodorant, toothpaste, toothbrush, and a refillable water bottle with a lid to carry with you during the day.

**CELL PHONES:**

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You may carry your cell phone at all times, but you may not use it during instructional periods or group activities, unless permitted by the instructor. You will be solely responsible for keeping your phone safe. HSU will not be responsible for the loss, theft, or damage to your personal property including cell phones.

**MONEY:**

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All basic costs of the camp are included in the regular fees. All campers are encouraged to bring money for additional incidental items, such as refreshments and vending machine items.

Please bring change and small bills. Due to the large number of camp participants that may be on campus at the same time, the ability to provide change may not be feasible.

**SHOWCASE:**

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The final presentation for the Digital Filmmaking Camp will be located in The Studio Theatre in Arkansas Hall on **Friday, June 28<sup>th</sup> at 3:30 pm.**

**CHECK OUT:**

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Checkout will be between 5:00 and 6:00 pm on Friday, June 28<sup>th</sup>. All students must be checked out of the dormitory no later than 6:00 pm.

EMERGENCY NUMBERS		
Camp Office: Amy Raney Davidson	870.230.5443	Call this number <b>FIRST</b> (7:30 am – 3:00 pm)
Camp Director: Lacy Klinger	870.230.5037	Call this number <b>SECOND</b> (7:30 am – 10:00 pm)
HSU Campus Police	870.230.5098	Call this number only if no one answers at the Office or on the Camp Director line.

**CAMP RULES & REGULATIONS**

*Acceptance of the Camp Rules & Regulations is a requirement for participation in the camp.*

**TO THE PARENTS/GUARDIANS**

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The Henderson State University camps are committed to providing a positive education experience in a carefully supervised environment. Experience has taught us that following Rules and Regulations are necessary

not only for the success of the camps, but for the well-being of our campers. Please review these rules with your child **before** they arrive at camp.

## ZERO TOLERANCE OFFENSES

Violation of any of the following rules will result in the participant being immediately sent home without refund. Parents/Guardians will be called, and it will be their responsibility to come pick up their child immediately, regardless of the time.

1. The use of any tobacco products, electronic cigarettes, or other instruments that emit vapor or smoke is prohibited everywhere on campus.
2. Alcoholic beverages and any other controlled substances are strictly forbidden.
3. Indecent, inappropriate, threatening, or unsafe behavior is not acceptable.
4. Fighting will not be tolerated.
5. Campers must refrain from throwing/dropping items from the footbridge. Serious personal injury or damage to property can result.

*The Camp Director has final authority in all disciplinary actions.*

### DO NOT BRING:

1. Weapons of any kind.
2. Microwaves, skateboards, roller blades, shoes with skating capabilities, bicycles, or hoverboards.

## GENERAL RULES & REGULATIONS:

- We must know where you are during camp.
  - o Students are not allowed to leave campus, even if it is an emergency, without the permission of the camp director. Students MUST check out through the RASC Office (7:30 am – 3:00 pm, McBrien 113) or a dormitory supervisor (3:00 pm – 7:30 am, Sturgis Dorm). Any adult who is authorized to pick up a student but show their ID so that camp staff can verify their identity. The student will only be released after the adult's ID has been verified.
- Campers who drive themselves to camp must turn in their car keys at the beginning of the camp. Keys will be returned at the conclusion of camp.
- Foul language and unruly behavior will not be tolerated.
- Name tags must be worn at all times. They must be attached to your clothing so that staff members can read your name. Name tags will be provided at the beginning of each day and must remain on throughout the day.

## DORMITORIES:

- Students may only be on their assigned floors in the dormitory. Students may only be in their assigned rooms in the dormitory.
- Overnight campers must adhere to all HSU dormitory regulations as will be discussed with campers by their counselors. You are responsible for damage or loss of HSU property.

- Your rooms have been checked prior to camp. Any damages will be charged to you and/or your parents/guardians. If you discover any damage as you check in, immediately report it to camp personnel.
- Wake-up is 7:30 am. You may take a shower before wake-up time quietly.
- There will be room checks performed daily. The 7:30 am room check is for a clean room. A room check is also performed before the campers go to sleep at night.
- Lights out (10:00 pm) will be strictly enforced. Showers must be finished before lights out.
- All students must sleep in their assigned rooms. Changing rooms is forbidden.
- **Keep your door locked at all times.** The counselors will re-lock your doors after they check the rooms in the morning.
- There is a \$25.00 lockout fee for the first two offenses. Subsequent lockouts will be \$50.00 per lockout.
- Report any repairs that need to be made in your room to a counselor.
- Do not bunk the beds or move the furniture.
- Please do not leave food lying out in your rooms. It attracts bugs.
- Do not play in the elevators.
- Do not run or yell in the dormitories or stairwells.
- Radios and televisions are to be always kept at a low volume.
- Do not open windows or blinds and do not yell out of the windows.
- The basement of the dormitory is off-limits to campers.
- Use the front door of the dormitory only.
- “Lost and Found” is at the Camp Office (McBrien 113) and is accessible from 7:30 am-3:00 pm. There is also a “Lost and Found” at the front desk of the Sturgis Dorm.
- Please take frequent showers, practice good hygiene, and keep your bathrooms clean (throw away trash, flush toilets, wipe down sinks, etc.)

## MEALS:

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- Meal ticket bracelets will be placed on your arm on the first day of camp. They must NOT be removed during the camp. You must have your bracelet on to eat in the dining hall.
- Replacement bracelets are \$10.00 and can be purchased at the Camp Office (7:30 am – 3:00 pm, McBrien 113).
- Participants will receive breakfast, lunch, and dinner.

## CAMPUS:

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- Attendance is required at all scheduled activities. This includes: all meals, morning meetings, night activities, etc. You must be on time to all activities. If you are absent or late, you will be reported to the Camp Director.
- While camp is in session, all personal vehicles are off-limits unless with the express consent of the Camp Director.
- You must return from the night-time activities with a counselor.
- The street side of the Garrison Center is off-limits.

- Do not use school computers on campus unless during activities/workshops supervised by Camp faculty/staff.

### ILLNESS:

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- If you are ill and unable to attend camp activities, you must report to a camp counselor.
- It is your responsibility to take your medication as required by your medical provider. If you require monitoring of your medication use, your parent/guardian should contact the Camp Director in advance to determine if appropriate arrangements can be made to assist you.
- If serious injury occurs, parents/guardians will be notified as soon as possible. Please provide phone numbers at which your parents/guardians can be reached during all times on the camp application form.

### CELL PHONE POLICY:

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- You may always carry your cell phone, but phones may not be used during classes or any other instructional/activity unless permission given by the instructor.
- If a counselor or staff member sees you using your phone at an inappropriate time, you will receive one verbal warning.
- If you are seen using your phone a second time, the counselor or staff member will take your phone and return it when the class/activity has ended.

### CAMP CONTACT INFORMATION:

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Ms. Lacy Klinger  
Director of Arts and Humanities  
Camp Director  
[klinger@hsu.edu](mailto:klinger@hsu.edu), 870.230.5037

Ms. Amy Raney Davidson  
Administrative Assistant  
Camp Office:  
McBrien 113, 1<sup>st</sup> floor  
[raneya@hsu.edu](mailto:raneya@hsu.edu), 870.230.5443

Mr. Scott McKinnon  
Instructor  
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