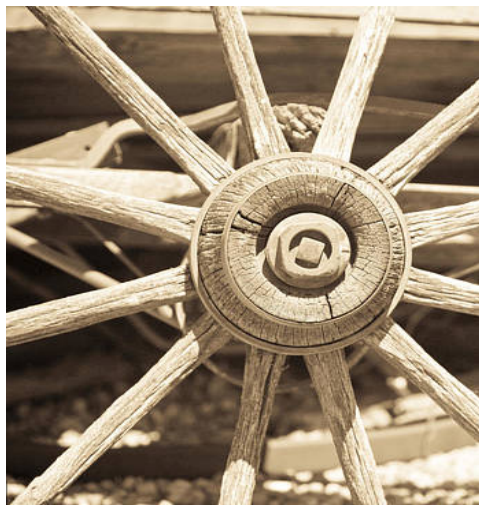


# TIPS FOR CITS



***“We are the nuts, that make the hubs stay on, that make the wheels go ‘round with a happy sound.”***

# Tips for CITs

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## Words of Inspiration for the CIT



As a Counselor-in-Training, you will learn by doing as you teach outdoor skills and help campers go through their daily life at Camp Juliette Low. To deal wisely with your campers, you must understand who makes them what they are. You must realize that the home, the church, the school, and the community have all played parts in making each girl who she is. Do not underestimate your share in this training.

The greatest asset of a camp is the influence of each counselor. The character, the common sense, and the child-devotion of each counselor are more important than the best equipment and facilities. You as a person are a part of all that you have seen and heard and touched. Your influence is a positive factor, and it cannot be neutral.

Directors want counselors who have character. Integrity is absolutely essential. You cannot be one thing one day and something else the next. What you are is vitally important to the future of the campers under your care. Young lives should only be exposed to the best.

If you are to be successful, you must be willing to give of yourself, to be unselfish of your time and talent. You must be willing to live close to the campers if you expect to help them. Every counselor should feel that it is her duty not only to teach campers the skills of camp craft, swimming, etc. but also to help them to solve their daily problems no matter how small they may seem. Counselors cannot always solve problems for campers, but they can guide them in reaching solutions.

Your character, high principles, and willingness to be of service to people are important as they will be the basis of your career as a counselor. These same factors will also determine the amount of pleasure and satisfaction that you will receive from your work.

Successful completion of the CIT program does not guarantee you a position as a CJL staff member. CJL requires maturity in a counselor. A counselor should also have the ability to make quick, sound decisions should the need arise. Not all young women are prepared for the responsibilities given to staff members in the outdoor camp setting. The CIT course is designed to help guide young women in becoming well-rounded adults. Any academic or business setting appreciates the qualities that our CIT program nurtures.

A camp's greatest asset is influence. You are that influence. Guard your trust carefully – it will be worthwhile not only in camp life but throughout your life and your campers' lives.

## Camp Juliette Low Goals

- To live in, enjoy, and appreciate the out-of-doors.
- To train girls in citizenship through the “give and take” of working together.
- To help each girl gain a stronger sense of responsibility for herself and others.
- To further introduce each girl to new skills and interests, or to further develop skills and interests so that she continually grows in the awareness of her abilities and successful experiences.
- To make each girl a healthier, happier, and more self-confident individual.

## Performance Essentials

### “ICAMP”

Initiative \* Collaboration \* Attitude \* Motivation \* Presentation

## Code of CIT Integrity

*A future CJL counselor shows initiative in her behavior and accountability for her actions. She collaborates well with the camp community, maintains a positive attitude, is motivated to do the right thing for camp and campers, and presents herself in a way that others can respect and model.*

## Four Winds Facilities

CITs live in wooden, lighted, screened cabins in Four Winds. As in the other living units in camp, there are hot showers, sinks, toilet facilities, a campfire area, and a unit kitchen.

In general, the CITs have more freedom within their unit. The CIT Directors (“CIT Mom”) live in their own cabin in Four Winds but expect the CITs to make their own kaper chart for the upkeep of the unit. CITs are expected to take care of their unit responsibilities independently, without the CIT Directors hanging over them.



CITs have a lighted area in their unit kitchen where they can gather and work on their notebooks after dark. There are resource books on shelves there. The unit kitchen can also be used for unit meetings and classes led by the CIT Directors and CITs.



### Did you know?

The first leaders-in-training at CJL were called Wise Owls. They lived in a unit called the Hundred Acre Wood.

## Notebooks and Planning Time

You will keep track of what you learn in a notebook that you will value for the rest of your life! CIT graduates in their 20's, 30's and 40's report that they pull out their CIT notebooks to look for campfire recipes and ideas for games, and to remember what they were like when they were 16-17 years old! CITs can work on their notebooks during rest hour and after taps (9:00 pm). CITs also use the time between showers and dinner to work on a talent show skit, secret song, opening day song, etc. You will also answer a daily prompt that is read by the CIT Directors.

# A Day in the Life of a CIT

|  |           |   |  |
|--|-----------|---|--|
|  | 7:00      | Wake-up Bell  |  |
|  | 7:30      | Waitress Bell (CITs may help with Colors)   |  |
|  | 7:45      | Breakfast (CITs head and foot tables)   |  |
|  | 8:30      | Do Four Winds Kapers, or supervise Unit Kapers  |  |
|  | 9:30      | First Period Class  |  |
|  | 10:30     | Second Period Class   |  |
|  | 11:30     | Third Period Class  |  |
|  | 12:45     | Waitress Bell   |  |
|  | 1:00      | Lunch (CITs may foot tables)  |  |
|  | 1:45      | CITs help with Infirmary Check-In and Trading Post  |  |
|  | 2:00      | Rest Hour   |  |
|  | 3:00-5:00 | Unit Time/Rec Swim with assigned unit (First year CITs might have class during this time) |  |
|  | 5:00      | Shower Time   |  |
|  | 5:45      | Waitress Bell   |  |
|  | 6:00      | Colors and Dinner (CITs may foot tables)  |  |
|  | 6:45      | CITs help with Infirmary Check-In and Trading Post  |  |
|  | 7:30      | Evening Activity  |  |
|  | 9:00      | Return to Four Winds  |  |

## CIT Classes

As a CIT, depending on the year, you may assist with camper classes and have classes in Four Winds with the CIT Directors. When assisting with camper classes, you will be supervised by the director of the program area or other CJL staff. You will help the instructors teach the class; for example, you might work at the bead table in crafts or help with spotting at the ropes course.

Class assignments are changed during the CIT session to allow CITs to experience working in a variety of settings, with a variety of people. Classes assigned include drama, hiking, canoeing, sailing, swimming, archery, tennis, OLS (Outdoor Living Skills), crafts, water fun, diving, general merriment, Extreme OLS, sewing, PA (ropes course), horseback riding, and any other class CJL offers that session. Class assignments consider each CIT's skills, qualifications, and interests.

During the class period(s) spent in Four Winds, you will meet with the CIT Directors to discuss course requirements (see pages 10 - 13), practice campcraft skills, plan activities, work on notebooks, etc. First-year and second-year CITs meet separately with the CIT Directors as they each have different requirements.



## Meal Duties

After a few meals at camp, when the campers are accustomed to mealtime procedures, the staff will have breakfast together on the Overlook. At that point, the CITs take responsibility for heading and footing the breakfast tables. So, get ready to be a good example of fine table manners and delightful conversation skills! You may find that some campers want to sit at your table every day. Take that as a compliment and be a good role model.

At lunch and dinner, depending upon the number of CITs, you may serve as a foot every day or on a rotating basis. Usually, if you are working at the Infirmary or the Trading Post after a meal, there is an assigned foot for you.

## **Trading Post and Infirmary Check**

As a CIT you will have a turn helping in the Trading Post after lunch. Trading Post helpers take orders at the windows and record purchases, or they find and hand supplies to the window workers.

When it is your turn to help with Infirmary Check, you will sit on the porch of the infirmary and check off the names of campers as they come by. You will ask each camper how she is doing. Campers who need medications or who have a problem are referred to the health supervisor.

## **Unit Activities**

Second-year CITs are usually with their assigned units during unit time and evening activity time. First-year CITs will spend a unit time in Four Winds and a rec time with the campers. When your assigned unit has colors or waitress duty, you will also help.

During the three weeks that you are at camp, you will have one unsupervised cookout with Four Winds and one cookout with your assigned unit. You will have one unsupervised overnight with Four Winds and one with your assigned unit.

## **CIT Privileges, Rules, and Expectations**

### **Privileges**

- With your parents' approval, you may drive yourself to camp. (Get your parents to notify the Camp Director ahead of time.) When you arrive, you must park your car and give your keys to the Camp Director, who will put them in the camp safe.
- You may go home over changeover between camper sessions (but if you do, you will miss the fun and relaxation of changeover!). If you have your parents' permission to drive home, get them to send a note or call the Camp Director during the camp session. Note this is subject to current health and safety protocols.
- As a CIT you will have more access to areas that are "off limits" to campers. For example, you will be allowed to get your own mail after lunch. Usually, this is assigned as a kaper for one of the Trading Post CITs. You will also be allowed to get ice from the kitchen at night. Some girls bring soft drinks to go with the ice, but we recommend drinking water for your health.
- You will be allowed to work in the craft house during rest hour and after taps (until 10:00 pm), provided you ask the Crafts Director beforehand and clean up afterward.



Please remember to record everything you use in the Craft House on your form. You will have an orientation with the crafts director early in the CIT session and before you can utilize the Craft House during off hours. If you are working on a project for the camp (CIT party, Scout's Own), supplies should be used from the Program Office, not the Craft House.

- CITs are given diplomas at the awards ceremony at the end of the session and are given a special banquet in addition to the general camp banquet. The CITs, along with the CIT Directors and selected guests, enjoy a celebratory banquet towards the end of the CIT Session. Most CITs bring a dressy outfit to wear to their banquet.
- Space allowing, and at the CIT and Camp Directors' discretion, a second-year CIT who has completed CIT requirements for the summer may stay over for an extra week as an intern, receiving room and board at no charge. (See "Internship," page 13.) Occasionally, if additional staff is needed, a qualified second-year CIT graduate may be invited to stay over as a paid counselor.

## **Rules**

- Cell phones, iPods, walkie-talkies or other communication devices are not allowed in Four Winds. Leave your cell phone, etc. at home or give it to the Camp Director for safe keeping when you arrive. Cell phones usually do not work at camp, and they would be a disruption to the camp program if they did work.
- Medications must be administered by the health supervisor at camp. You may not keep medications in your cabin.
- Cigarettes, vaping pens, alcohol, drugs, and firearms of any kind are strictly prohibited. If you are found possessing or using these substances, the Camp Director will call your parents and you will be sent home immediately.
- CITs are not allowed to bring pets to camp.

## **Expectations**

As a CIT you are expected to be a good role model for campers. This applies to your language, dress, behavior, and attitudes. You are expected to use the camp's resources wisely - Remember: CJL belongs to you! You are not expected to be perfect or to know everything. You are at camp to learn, and you are expected to try!

The following pages give a brief overview of requirements for each CIT course. You will be given a more detailed outline at camp. The CIT Director and Camp Director may modify or add requirements at any time. Each CIT will receive evaluations from the CIT Director and from the counselors with whom she works in her assigned unit and classes. These evaluations are kept by the Camp Director and are used in hiring decisions. CIT graduates are always given careful consideration but are not guaranteed a CJL staff application or position.

## First-Year CIT

### Competencies

Upon completion of the program, you will be able to:

Describe and demonstrate: (a) lashing, (b) fire building, (c) wood chopping, (d) knot tying, and (e) tool craft.

Define and describe steps for general and unit kapers and create a mock kaper chart for a unit.

Head and foot tables in the dining hall.

Plan a cookout for 25 or more persons from the initial planning stages through clean-up. This includes requisitions, nutrition information, collection of campfire meal recipes, and conducting an unsupervised CIT cookout in Four Winds.

### Program Requirements

You will:

1. Briefly describe and diagram how to make a latrine for an overnight.
2. As a group, create a Four Winds lashing project (not a clothesline ☺).
3. Describe and/or diagram how to make a “cake-in-the-box”.
4. Describe the fundamentals of teaching and leading songs. Explain how you would lead a song in the dining hall or to a group. (You are welcome to sign up for teaching a song, but it is not a first-year requirement.)
5. As a first-year group, plan and present a skit, song, or dramatic activity for the camp. Evaluate the experience of planning for the skit.
6. Observe a camper for several days in various camp settings and activities. Write up your observation, including in what ways she fits into the characteristics, in what ways she is different, and her feelings and cooperation towards others. (This should be a minimum of one page - do not mention camper names.)

7. Evaluate the overnight with your assigned unit. At least two strong points and two weak points for you and for the unit. Compare it with the CIT overnight.
8. Observe and attend three classes each week. Complete the prompts in the activities section.
9. Be able to perform each campcraft skill. You will have to demonstrate your knowledge towards the end of the session. No write-up is necessary.
10. Visit a camp and write up an evaluation. Explain some things that you liked, disliked, and would potentially like to see at CJL

## **Second-Year CIT**

### **Competencies**

Upon completion of the program, you will be able to:

Describe desired characteristics of a counselor, qualifications, duties, and responsibilities, and describe behaviors to be avoided.

Understand the objectives of camp, communications and guidance of campers, and problem solving.

Explain the characteristics of various age groups of campers including problems that may arise.

Make a detailed plan for a one-night overnight for your assigned unit.

Plan and carry out an unsupervised cookout with Four Winds.

Plan and carry out an unsupervised overnight with Four Winds

Teach a campcraft skill to your unit and evaluate your effectiveness.

Assist with cookouts and overnights and evaluate your effectiveness as a leader.

Lead a song.

Assist in four classes, teach at least one lesson or activity in each and evaluate your ability in that capacity.

Plan, carry out, and evaluate a general program.

Demonstrate an understanding of unit planning for a 1-week and 2-week session.

Evaluate yourself as a counselor and evaluate counselors and classes.

## Program Requirements

You will:

1. Complete 1-page writing prompts (some of them are included in the requirements below).
2. Interview a unit leader and/or counselor (preferably one who has had the CIT course at CJL). The criteria to be used in setting up your questions for the interview should include: The responsibilities of her job, set up and maintenance of the unit, the area each counselor in her unit is responsible for, her responsibilities concerning after taps and rest hour, how much planning is involved in running a unit, her responsibilities concerning the behavior of the campers and her behavior towards them and her greatest difficulties in assuming the role of counselor or unit leader.
3. Discuss and list the duties of each member of staff. Interview one of the staff members below (**you cannot pick the same one as another CIT**). Describe what you learned about that staff member to the rest of the CITs.

|                           |                         |
|---------------------------|-------------------------|
| Camp Director             | Assistant Camp Director |
| Camp Site Manager         | Program Director        |
| Trading Post              | Kitchen Manager         |
| Nurse (Health Supervisor) | Lake Director           |
| CIT Director              | Crafts Director         |
| Horseback Director        | Pool Director           |

4. Develop a creative way of teaching the following skills: Lashing, woodchopping, and fire building. (Skills can be taught to 1st-year CITs or unit). Evaluate your performance.
5. Make a detailed plan for an overnight. Include menus, requisitions sheets, equipment list, personal packing list, etc.
6. Assist with the cookout of assigned unit. Evaluate the experience and include at least two strong points and two weak points for you and for the unit.
7. Assist with the overnight of assigned unit. Evaluate the experience and include at least two strong points and two weak points for you and for the unit.
8. List where one might find references for games and sports at camp. What other references could you bring from home?
9. Plan and perform a Scout's Own Service. Evaluate the experience.
10. Plan, carry out, and evaluate a general program.

11. Attend the two-week program planning session with your assigned unit counselors. Take notes. Describe what was discussed & who was involved; include pros and cons of the planning session.
12. Create a kaper chart for your assigned unit.
13. Write 3 mock camper cards. Use 3 CITs as your campers.

## **CIT Internship Requirements**

**Eligibility:** Space allowing, and at the CIT and Camp Directors' discretion, a second-year CIT who has completed her CIT requirements for the summer may stay over for one week receiving room and board only. For either CIT session, this means staying either the Tuesday - Monday of the first week of fifth session or the Monday - Sunday of the second week of fifth session.

**Purpose:** To ease the transition from CIT to counselor

**Requirements:**

1. CIT will keep a daily journal which will include the following:
  - a. observations of camper-camper and camper-counselor interactions (both positive and negative)
  - b. observations of daily unit plan in action (successes and failures)
  - c. observations on counselor's roles and responsibilities
  - d. personal feelings about their day
2. Assist in Unit in the following:
  - a. unit time/rec time
  - b. evening activities (unit and general)
  - c. Assist in morning classes (and receive evaluations on strengths and weaknesses).
3. Assist in the upkeep (kapers, etc.) of Four Winds and general camp.

**Other:**

- CIT will be with unit after rest hour through evening activity (excluding shower time unless needed in their unit).
- CIT will sleep in Four Winds at night.
- Is subject to all regulations set forth for CITs during the regular sessions

# CIT PACKING LIST

\*\*\*\*\* All items must be clearly marked with your name \*\*\*\*\*

## PAPERWORK

*(these forms should be uploaded to CampMinder prior to the start of your CIT session)*

- \_\_\_\_\_ Health forms (Camper Health History and Camper Healthcare Recommendations), entirely complete, with current year doctor's signature.
- \_\_\_\_\_ Permission to Treat/Insurance card copy
- \_\_\_\_\_ Code of Conduct signed by parent

## CLOTHING

- \_\_\_\_\_ Shorts – enough for 8 days if using laundry service
- \_\_\_\_\_ Shirts – enough for 8 days if using laundry service (Note: Try to include a t-shirt in the color of each unit -- blue for Romany, green for Oakledge, red for Sherwood, brown/plaid for Glen, and yellow for Four Winds)
- \_\_\_\_\_ 2 pairs of white shorts
- \_\_\_\_\_ 1 CJL t-shirt (available in the Trading Post)
- \_\_\_\_\_ 2-4 pairs of jeans or rugged pants
- \_\_\_\_\_ 1 Raincoat with hat or hood or Poncho
- \_\_\_\_\_ 2-3 Sweatshirts, sweaters or jacket
- \_\_\_\_\_ Underwear – daily change
- \_\_\_\_\_ Pajamas and bathrobe
- \_\_\_\_\_ 2 bathing suits (one older one to wear at swimming hole or on water hike)
- \_\_\_\_\_ Dress or nicer outfit for CIT banquet (anything is acceptable, but this is what most people wear)
- \_\_\_\_\_ Wristwatch (you will need to be places on time)

## FOOTWEAR

- \_\_\_\_\_ Tennis shoes (no sandals or open-toe or open-back shoes)
- \_\_\_\_\_ Sturdy shoes (with 1" heel if able to go horseback riding)
- \_\_\_\_\_ Old shoes to wear to swimming pool
- \_\_\_\_\_ Flip flops or water shoes (to be used in shower)
- \_\_\_\_\_ Daily change of socks (socks are required at CJL)

## TOILETRIES

- |                                       |   |
|---------------------------------------|---|
| _____ Soap and soap dish              | _____ Shampoo                           |
| _____ Toothbrush and toothpaste       | _____ Hairbrush and hair supplies       |
| _____ Mirror (optional)               | _____ Deodorant                         |
| _____ Pail or bucket for shower items | _____ Non-aerosol bug repellent (cream) |

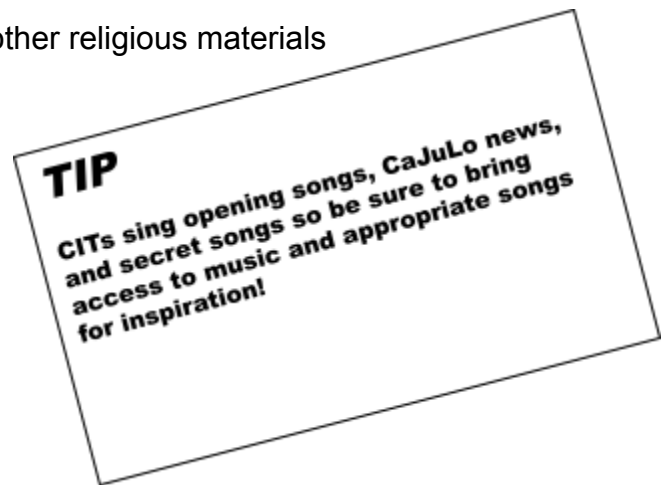
## SUPPLIES

- \_\_\_\_\_ Plastic cover – 3 yds. x 1 ½ yds. or plastic tablecloth (108" x 54") Yes, you are in a cabin, but there are no tent flaps to let down when it rains.

- \_\_\_\_\_ Folding camp chair or beach chair for sitting around a campfire or in Four Winds meetings
- \_\_\_\_\_ Good working flashlight with fresh batteries and a supply of extra batteries
- \_\_\_\_\_ Loud alarm clock
- \_\_\_\_\_ Twin size (or smaller) mattress pad
- \_\_\_\_\_ Pillow/ 2 pillowcases
- \_\_\_\_\_ 2 sets of twin bed sheets
- \_\_\_\_\_ 4-6 Towels and washcloths
- \_\_\_\_\_ Two-inch binder
- \_\_\_\_\_ Notebook dividers
- \_\_\_\_\_ Letter writing materials (in zip lock bag)
- \_\_\_\_\_ Unbreakable cup or CJL squeeze bottle
- \_\_\_\_\_ Laundry bag
- \_\_\_\_\_ 2-3 Blankets
- \_\_\_\_\_ Sleeping bag
- \_\_\_\_\_ Lined notebook paper
- \_\_\_\_\_ Pens and pencils

### DESIRABLE EXTRAS

- Rain shoes or Duck shoes
- Tennis racquet and balls and other ball equipment
- Backpack or small tote bag
- Hammock
- Recipe, song, and games books, Bible or other religious materials
- Costumes and/or musical instruments
- Camera
- Colored markers
- Colored pencils
- Construction paper
- Glue
- Tape
- Scissors
- Speakers to play music through



### LEAVE AT HOME RECOMMENDATIONS

We strongly advise against bringing money, nice watches, jewelry, cameras, iPods, laptops, or other expensive items to camp. CJL cannot assume responsibility for lost items. CITs are not allowed to have or use an iPad, cell phone, walkie-talkie, or another communication device at camp. If a CIT brings these, they will be held in the office safe until she leaves. The purpose of CJL is to maintain the natural woods environment as much as possible while providing for the needs of campers and program activities. CITs may bring a device that plays music such as an iPod or an old cellphone that no longer connects to the internet. CITs will show the CIT Directors on the first day that it does not connect to any cell service plan. Any device will be collected by the CIT Directors or camp administrative staff if it is used in a way that does not align with the CJL goals or CIT responsibilities.

## Opening Day Procedures

**Important:** On Opening Day please arrive at Camp during your designated time unless you came in early.

As CITs, you will experience different kinds of opening days, one type, when YOU arrive, and another type as a helper. When you help with opening day, you will greet camper families, unload and label trunks, help in the trading post, etc. For some new campers, you may be their first encounter with CJL, so it is important to put your best foot (and best smile) forward.

### **CIT ARRIVAL DATES**

CIT Session 1: Start of 1<sup>st</sup> session  
CIT Session 2: Start of 3<sup>rd</sup> session

### **CIT DEPARTURE DATES**

End of 2<sup>nd</sup> session  
End of 4<sup>th</sup> session

### **ARRIVAL TIME**

During the designated time (9:00-9:45)

### **DEPARTURE TIME**

During the designated time

CITs are given the option to arrive a day early, between 3:00 pm and 4:30 pm. Look for the email from one of the directors in May for final information. These CITs will still register the same way; however, the location of the stations may be different.

### **Coming by Air?**

Fill out the transportation form on the CJL CampMinder website so that we can meet you at the airport. The camp office will confirm a week or two before your arrival. If you have a paper plane ticket, it will be kept in the camp safe until your departure.

## **Contacting Camp Juliette Low**

Although mail to camp can be slow, please encourage your family to use the postal service as hand-written letters are coveted at CJL. If they choose, they may use the email option offered through CampMinder. Instructions for this is at the CampMinder website once you log in. CITs will not be able to email you back.

Your CIT mailing address is:

CIT's Name  
Camp Juliette Low (Four Winds)  
321 Camp Juliette Low Road  
Cloudland, Georgia 30731



## CIT Code of Conduct

I have read through the following documents:

- COVID-19 Expectations and Policies for CITs
- The Fine Line
- CIT 2022 Syllabus, Requirements, and Schedule

I understand the following consequences for failure to adhere to expectations, policies, and rules. In general:

1. First time: Reminder of expectations and rules
2. Second time: Conference with CIT Directors and/or Camp Directors
3. Third time: Removal from CIT program and sent home

In addition, I understand that if I commit the following offenses, I may be immediately removed from the program and sent home.

- Possession, use, or distribution of alcohol, drugs, or drug paraphernalia (including, but not limited to: tobacco products, vapes, any illegal drugs, and any prescription drugs that are not turned in to the health supervisor upon arrival)
- Engaging in a romantic, sexual, or inappropriate relationship with a camper, CIT, or any other person
- Purposeful physical, emotional, or mental endangerment of campers, CITs, or any other person
- Other offenses of a serious or grave nature as determined at the discretion of the camp director

In addition, sometimes circumstances may arise at camp, such as health or safety concerns, a CIT's physical or mental illness, missing home, misconduct or rule violation, or any other circumstances in which the camp director or her assistants may decide, in their sole discretion, that a CIT should be sent home early from camp, and the CIT and her parents agree to abide by and cooperate with any such decision.

**CIT Code of Conduct continued**

\_\_\_\_\_  
CIT Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
CIT Signature

\_\_\_\_\_  
CIT Director's Signature

\_\_\_\_\_  
Date

Parent or Guardian:

I understand and agree that my child will read, sign, and comply with the CIT Code of Conduct.

\_\_\_\_\_  
CIT Parent/Guardian Signature

\_\_\_\_\_  
Date