

# 2024 SUMMER STAFF APPEARANCE GUIDELINES



## Personal Appearance

A professional appearance, general neatness, and proper attire are important aspects of employment at WinShape Camps. Summer Staff are expected to adhere to professional dress and grooming standards suitable to their gender during the length of their employment, including off time.\*\* The personal appearance guidelines do not speak to the morals or characters of individuals. They simply help equip us to maximize our capacity to connect with the campers and families we serve, and to prioritize the safety of our staff. These guidelines reflect the values of the WinShape Foundation.

*\*\*See off time policy in the “General” section below.*

## General

- Summer Staff are to present a professional, clean-cut appearance. Specific guidelines for attire and grooming are detailed within this document.
- WinShape-issued name badges are required and should be worn on the upper right chest of the outermost garment.
- During off time, staff may follow a relaxed dress code while keeping the representation of the wholesome environment we are striving to create in mind. Staff are not required to cover their tattoos or piercings and may wear sleeveless shirts while on off time.

*\*For Overnight Camps: If you are spending your off time on campus while camp is in session, please abide by the dress code, including policies around piercings and tattoos, until you're off campus.*

## Jewelry and Tattoos

- Female staff members may wear earrings with a maximum of three earrings in each ear. Only studs are permitted for recreational activities, for safety.
- Male staff members are not permitted to wear earrings.
- Body jewelry worn on visible body parts (other than the female ear) must be covered or removed while working.
- Tattoos on visible body parts must be covered while working or around campers.

## Grooming

- All staff members should follow all reasonable personal grooming standards, including regular bathing and use of deodorant. Perfumes and highly-fragrant grooming products should be used in moderation.
- All staff members should keep hair looking natural. Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Non-traditional hair colors are not permitted.
- For male staff members, acceptable facial hair styles include a cleanly shaven appearance or short, neatly groomed facial hair with a clearly defined cheek and neckline. Sideburns, mustaches, and beards should be neatly trimmed.
- For male staff members, acceptable hair styles must be styled above the eyebrows, off the collar, and not come below the middle of the ear. Long hair is permitted as long as styling requirements are met.

## **Attire**

- For female staff members, all shirts must be loose fitting and with sleeves. Tank tops and sleeveless tops are not permitted. Shirts should always cover the midriff, undergarments, and cleavage.
- For male staff members, shirts must be worn at all times except for approved camp activities.
- Shorts must be as long as your fingertips when your arms are hanging downward.
- Leggings, yoga pants, biker shorts, tight athletic pants, and other form-fitting clothing are not permitted.
- For female staff members, modest, one-piece swimsuits or modest tankinis are required. Tankinis must completely cover the midriff with the top and bottom pieces touching. No swimwear should have cutouts (*with the exception of small cutouts in the back of the swimsuit*), high-cut bottoms, or plunging neck/backlines.
- Closed-toed shoes must be worn during all recreational activities.
- For male staff members, modest swim trunks are required.
- Closed-toe shoes must be worn during all recreational activities.