



CAMP STAFF MANUAL

**Providing Quality Outdoor Programs at
Camp Lassen, Camp Winton
and Camp Robert L. Cole**

This manual contains the present personnel policies and practices of the Golden Empire Council and is provided for the guidance of its seasonal employees. These policies and practices may be changed without notice. The camp management retains the sole discretion to modify, delete, or add to this handbook, in writing, at any time. When such amendments are made, each employee will be provided with a written statement of the amendment from an authorized member of management, and will be required to acknowledge they have received and read the amendment. None of these policies or procedures can be amended, altered or modified in any way by oral statements.

No policy and practice described in this manual constitutes or should be relied on as a contractual obligation of the Golden Empire Council to its employees or to any other persons. In addition, nothing in this manual guarantees any specific term of employment or otherwise limits the rights of the Golden Empire Council or its employees to terminate their relationship at any time with or without reason.

This camp staff manual replaces and supercedes all previous handbooks and supplements, and takes precedence over all previous conditions of employment. To avoid confusion, discard all previous camp staff manuals.

CIVIL RIGHTS STATEMENT

In keeping with the policies of the Boy Scouts of America, the rules for acceptance and participation in camp programs are the same for everyone without regard to race, sex, creed, color, national origin, age or physical disabilities.

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Dear Staff Member,

Welcome!

You are now an official High Sierra Camp Staff employee of the Golden Empire Council, Boy Scouts of America. You can be proud to be a part of one of the largest and greatest Scout camps in the nation. Whether you are at Camp Lassen, Camp Winton or Camp Robert L. Cole, your camp enjoys a reputation for excellence. You will be challenged to meet and uphold traditions, and we know you will exceed our expectations.

This staff manual has been prepared to give you a better idea of what staff life will be like and how to make the most of your opportunities. It is the responsibility of each employee to read and understand this manual. If anything is unclear to you, please ask for an explanation.

Personally, you will have the chance to make new lifelong friends, enjoy an experience that will remain for a lifetime, and play a major role in making a difference in the life of Scouts.

We as a staff have the challenge to make this the greatest year ever, and you have been chosen to make this a successful and rewarding camp season. This is your chance to share your skills and knowledge with others.

Please, share this manual with your parent(s) or spouse, since it may help answer many of their questions. You are expected to be thoroughly familiar with this manual.

As we celebrate 100 years of scouting you can be proud of your part in sharing the legacy of being part of the best camps in the nation

In the Spirit of Scouting,

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Scout Executive/CEO

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Program Director

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Purpose and Introduction of the Council Summer Camp

Summer Camp is Scouting's outdoor education center. Its purpose is to serve chartered organizations by providing facilities and leadership for training units in the outdoor program activities and Scout method operation.

Camp is the laboratory of Scouting where the council leaders, the unit leaders, and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified leadership and skillful, self-reliant boys and young men. Here a boy learns how to live in a democracy by working in the patrol and troop.

The camp must also be a practical demonstration area for their best conservation practices.

One type of activity should not be way out of proportion. It is up to each staff person to see that the proper balance is maintained and that each Scout has the opportunity to participate in some of these activities.

There is a common thread of purpose and method that runs through every part of the camping program of Scouting. Our aim is to clearly define that thread in each part of the program so that the purpose of Scouting will be made clear and the common methods that are followed will unify the camp staff as a team dedicated to the highest ideals in service.

What camping is and what camping does are described here to remind us of our goals:

- ❖ Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.
- ❖ Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- ❖ Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
- ❖ Camping contributes to the social development by providing experiences in which campers learn to deal practically and effectively with living situations.
- ❖ Camping is an experience in citizenship training, providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
- ❖ Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their well being.

WHY A CAMP STAFF?

Every Scout unit in camp must have a program of fun and adventure with value to every participating Scout. To accomplish this objective, the staff works in several fields of leadership:

- Helping train unit leaders to make their program fun and effective.
- Counseling unit leaders for a complete understanding of the purpose of camping.
- Counseling with unit leaders to make the patrol method work.
- Providing instruction in aquatics, personal fitness, campcraft, handicraft, and field sports.
- Helping every boy, by example and through personal effort, to have a happy, memorable and worthwhile camp experience.

Always remember that the goal of Camp is to assist every unit to have fun-filled and rewarding experiences in Scouting by assisting the adult and boy leadership of those attending. To accomplish this will require the full talents and dedication of every staff member beyond the written requirements of their job. **THE STAFF WORKS AS A TEAM TO PROVIDE THE BEST CAMP EXPERIENCE POSSIBLE FOR EVERY CAMPER!!!!!!!!!!!!**

The staff's first and greatest responsibility is assisting the unit leader and boy leadership to accomplish what they would like to have accomplished while their unit is in camp. The unit leader remains in full charge of his unit. One of the main objectives of any camp is to build strong units by having Scouts operate their regular patrols. The patrol method is the only Scout method.

Each staff member should demonstrate certain basic qualities and live by the highest Scouting standards. He/she must show evidence of acceptance of the Scout Oath and Law as guiding principles in daily life. He/she must practice good sportsmanship, play the game, and be consistently resourceful at times of special need. Set a good example by wearing the Scout uniform, by a positive attitude, and by clean habits and speech.

THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF

Welcome to the camp staff! It is hoped that you will make new friends, enjoy the summer and, above all, contribute in some measure to the growth and welfare of the Scouts you will be serving.

Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary.

The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

Many people set aside a moment each day to review silently their contributions to their fellowman. This practice may well be part of every staff member's day. We are **ROLE MODELS!**

SCOUT OATH

ON MY HONOR I WILL DO MY BEST
TO DO MY DUTY TO GOD AND MY COUNTRY
AND TO OBEY THE SCOUT LAW;
TO HELP OTHER PEOPLE AT ALL TIME;
TO KEEP MYSELF PHYSICALLY STRONG,
MENTALLY AWAKE AND MORALLY STRAIGHT.

SCOUT LAW

"A SCOUT IS TRUSTWORTHY... LOYAL...
HELPFUL... FRIENDLY... COURTEOUS...
KIND... OBEDIENT... CHEERFUL...
THRIFTY... BRAVE... CLEAN...
AND REVERENT"

A SCOUT IS TRUSTWORTHY: Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your Camp Director will entrust to you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

During your period of employment, the staff members' full time is at the disposal of the camp. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Each staff member receives a time-off period each week. Your supervisor and/or Camp Director will determine the period you will have off. Staff are obligated to be in uniform when on duty unless excused by the Director. Appearance when in camp and off-duty is also important. Wear appropriate, non-controversial clothing. Remember, unit leaders and Scouts do not know when you are on duty, or off.

A SCOUT IS LOYAL: Loyalty to the camp and to your associates is essential to requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

A SCOUT IS HELPFUL: It begins with an attitude of helpfulness to the newly arrived Scout, his family and leaders. Apart from the service rendered, that first impression of helpfulness means so much.

If a Scout or Adult leader asks you a question and you do not know the answer, say you don't know but that you will find out. Then ask your supervisor or a director, and give that answer to the person who requested assistance. Your effort will be greatly appreciated.

A SCOUT IS FRIENDLY: As you pass a Scout or leader on the trail, even if you've never met, say "Hi, Scout!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a brother to every Scout in the fullest sense.

A SCOUT IS COURTEOUS: You represent the Golden Empire Council and the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent Camp Lassen. All this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and the BSA.

Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness.

A chief factor in the personal health and welfare of the staff member is in establishing regular and adequate hours for sleep. Staff "taps" is 11:00 p.m. Be courteous to the staff member who needs to go to bed even earlier than that.

A SCOUT IS KIND: Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

A SCOUT IS OBEDIENT: A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the Camp Director.

A SCOUT IS CHEERFUL: A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout Camp. No one is in a better position to promote and simulate this attitude than you are. Each staff member, regardless of position, should take it upon himself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

A SCOUT IS THRIFTY: Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that might have to be used to replace or repair damaged property.

A SCOUT IS BRAVE: This summer you represent the largest organization for boys in the world and you are an employee of one of the finest of Scout Camps.

You represent Scouting in all aspects. You believe in the Scout Oath and Law, otherwise you wouldn't, or shouldn't, be here.

A SCOUT IS CLEAN: Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expected to do so prior to breakfast. Get a haircut when needed, and keep your hair clean, neat, and combed.

A SCOUT IS REVERENT: Being faithful in his/her religious duties becomes of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.

Staff Employment Policies

CONTRACT

A signed employment contract is mandatory. The employment contract explains the terms for employment and is an agreement signed by all who serve on Camp Staff.

EMPLOYMENT POLICY - AT WILL EMPLOYMENT

Although the Golden Empire Council always anticipates and expects a long and mutually satisfying relationship with each of its employees, all employees of the Golden Empire Council are employees at will, as such, are free to resign at any time with or without reason. Similarly, the Golden Empire Council may terminate the employment of any employee at any time with or without reason. This manual is provided to employees of the Golden Empire Council only so that they may be informed of its current employment policies; it is not a contract or other legal guarantee that the Golden Empire Council will continue any policy or practice described in it.

No supervisor, manager, or employee of the Golden Empire Council, other than the Council Executive, is authorized to promise or agree on behalf of the Golden Empire Council to any limitation on any employee's right to resign or the Golden Empire Council's right to terminate employment at any time with or without reason or advance notice.

If any employee believes for whatever reason that he or she cannot freely resign from employment with the Golden Empire Council, or that the Golden Empire Council may not, because of some written or oral statement, representation, or promise made to the employee, terminate his employment at any time without reason or advance notice, he should immediately inform the Council Executive. The failure to do so constitutes the employee's acknowledgment of and agreement to employment on the terms and conditions stated in this policy.

EQUAL EMPLOYMENT OPPORTUNITY

Camp is an equal opportunity employer and makes employment decisions on the basis of merit. We want the best available person in every job. Camp policy prohibits unlawful discrimination based on race, religion, color, national origin, ancestry, sex marital status, age, physical handicap, disability, or medical condition, except where physical fitness is a valid occupational qualification or any other consideration made unlawful by federal, state or local laws. The camp is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the camp and prohibits unlawful discrimination by any employee of the camp, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. The camp will make reasonable accommodations for the known physical or mental; limitations of an otherwise qualified individual with a disability who is on applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Camp Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The camp then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The camp will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the camp will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Camp Director as soon as possible. If the complaint relates to the Camp Director, provide your complaint to the Golden Empire Council Scout Executive. Your complaint should be specific and should include names of the individuals involved and the names of any witnesses. The camp management will immediately undertake a thorough and objective investigation and attempt to resolve the situation.

If the camp determines that unlawful discrimination has occurred, effective remedial action will be taken

commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you and the camp will take appropriate action to remedy any loss to you as a result of the discrimination. The camp will not retaliate against you for filing a complaint and will not willingly permit retaliation by management, employees or your coworkers.

SALARIES

Salaries will be paid on a regular schedule by council payroll check or by direct deposit into the employees designated bank account, beginning two weeks after the start of staff week. Salaries have been set for all Council camps based on the position, past experience, age, skill and knowledge. As part of your salary, board, lodging and insurance will be provided for each member of the staff. Discussion of salaries among the staff can lead to misunderstandings; you are discouraged from doing so. Please direct your specific questions to the Camp Director. Your final check will be issued after all closing camp work is satisfactorily completed, evaluations have been made, and all camp equipment checked back in.

INSURANCE

Worker's Compensation Insurance will cover all work-related injuries/illnesses. Each incident must be brought to the attention of the Camp Health Officer and entered in the Camp Staff First Aid Log immediately!. Any activities not sanctioned by the camp, which cause injury or reactivation of a chronic condition will be at the expense of the employee. Non-job related illness or injuries are the responsibility of staff/parents for medical care requiring treatment beyond the skill level of the Camp health Officer. If you are injured, staff will be treated at the nearest urgent care facility.

HEALTH

1. Whenever staff members feel ill or incur an injury of any type, they must report to the Camp Health Officer immediately.
2. Staff members should not attempt self first aid as the sole means of treatment.
3. Like the staff, any injury or illness of a camper must be reported to the medic.
4. Any illness or injury of a staff member that extends over a camp session will necessitate replacement.
5. Staff are expected to get enough rest to prevent fatigue, illness and injury. If staff are not getting enough sleep, the director, at his discretion, will set an earlier lights out and curfew.
6. No intoxicants may be brought or consumed on the premises. Prescription drugs are to be used only with permission of the camp physician.

WORK SCHEDULE

Your work schedule will be determined by the Camp Director and is subject to change as conditions warrant. These changes are up to the discretion of the Camp Director. It is the responsibility of the staff member to check the posted work schedule for his/her specific assignments.

The camp operates under the Fair Labor Standards Act and under the laws of the State of California as it pertains to youth labor. If you or your parents have any questions regarding this please contact the Program Director of the Camping Department at the Council Service Center.

WORK HOURS - TIME OFF

1. Each staff member is entitled to one 24-hour period, during each one-week session as a day off. Time off (Days off) does not necessarily mean time away from camp. Days off may be changed for religious convictions, emergencies or to meet the needs of normal camp operation providing there is a justifiable cause for shortage of staff. Time off may also be during the middle of the week for some staff members. The Camp Director is the only staff member that has the authority to grant time off.
2. Responsibility of meals for staff members staying in camp from Saturday afternoon to Sunday morning (normal time off for most staff members) WILL be arranged by the camp director. An adult supervisor will be appointed by the Camp Director for this time period. All staff members staying in camp during this time period will be responsible to clean up the kitchen, and common areas of the lodge.
3. Other than time-off periods, staff will be on camp property either "on duty" or "standby duty." If staff are found to be out of camp at unauthorized times, this is justification for termination of employment.
4. "On duty" is interpreted as having specific scheduled responsibilities for activities or campers.
5. "Standby duty" is interpreted as being free from on-duty responsibilities, not on time off, and being available if needed.
6. Staff members not leaving camp on their day off are required to follow all camp policies and schedules, i.e. meal times and uniform requirements.
7. No time off will be taken by a staff member if said staff member has reports that are due.
8. Staff will check out with the Camp Director before beginning a day off. Staff will likewise check in using the sign in/out log upon returning from a day off.
9. Any other time off or absence from camp must be arranged with the Camp Director.

CHECK IN/OUT LOG

Every time a staff member or adult leader leaves camp, each must check out on the check in/out log. In case they need to be contacted in the event of an emergency, staff members must state their destination in writing on the sign in/out log, Upon return, everyone is required to sign back in.

EMERGENCY LEAVE

At various times, a staff member may need a leave because of valid business reasons, emergencies, and sickness. However, because of the special nature of the staff positions and limited resources to replace staff members on emergency leaves, any emergency leave will have to be subject to the following conditions:

1. The Camp Director must be notified in advance and approval must be obtained.
2. Emergency leave will generally mean a loss of time-off and/or a pro-rata reduction of salary.

UNSATISFACTORY PERFORMANCE

Dereliction of duty, insubordination, or unethical conduct will meet with summary dismissal.

An employee may be dismissed by the Camp Director for any of the following reasons:

1. Failure to abide by Camp Policies, Procedures, and Guidelines as outlined in this manual, the Staff Contract, and the Code of Conduct signed by each staff member.
2. Failure to carry out an assigned task or duty.
3. Immoral or unethical conduct.
4. Inability to live and work in harmony with campers and other staff.
5. Shortening of camp period because of fire, epidemic, accident, natural disaster, etc.
6. Insufficient campers to warrant retention of staff.
7. Medical condition which, in the opinion of either or both the Camp Director or medical officer, will

interfere with the welfare of either the camp or employee.

Salary will be paid up to the day of termination.

HARASSMENT

Harassment based on any of the foregoing characteristics will not be permitted or condoned. Racial, sexual, age-related, rank or position related, or ethnic slurs or insults are wholly inappropriate and violate the Golden Empire Council's equal opportunity policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of the employees or supervisors. Sexual harassment also encompasses conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Conditions might even be perceived as of sexual nature must be strictly avoided. Any complaint of any violation of this policy should be reported immediately to the Camp Director or Council Scout Executive. Violation of this policy may result in disciplinary action, up to and including discharge.

CONDUCT

Conduct which is unprofessional and at variance with the Scout Oath and Law may be cause for discharge.

Representative causes for disciplinary action would include: insubordination, willful neglect of job assignment, gambling, being under the influence or in possession of illegal drugs/alcohol on camp premises, theft, abuse or willful damage, embezzlement, conviction of a felony, creating a disturbance, harassment of subordinates, use of profanity, possession of firearms (that are not job-related), weapons or explosives on camp premises, immoral or indecent conduct. The camp also prohibits reporting to work or performing services for the camp while impaired by the use of alcohol. This listing is not inclusive of all violations warranting discipline or discharge.

Alcohol, tobacco, or drugs have no place in camp. Possession or use of such will result in dismissal from the staff. Pornographic material (music, art, or photography) is also grounds for dismissal.

Moreover, this provision in no way restricts the right of either the employee or the Golden Empire Council to terminate their employment relation at any time with or without reason.

DRUG AND ALCOHOL POLICY

An employee's unlawful manufacture, distribution, dispensation, use, purchase, being or appearing under the influence of any illegal drug on the Golden Empire Council's premises, while performing services for the Golden Empire Council, or during working hours is strictly prohibited.

The use or being under the influence of a legal drug while on the Golden Empire Council's premises, while performing services for the Golden Empire Council, or during working hours also is prohibited if such use might impair in any manner an employee's ability to safely, efficiently, and competently perform his job, or might otherwise adversely affect the Golden Empire Council in the conduct of its operations. The employee must notify his supervisor if he or she is or potentially may be using any such legal drug.

Person(s) of legal age may NOT possess, consume, store or dispense alcoholic beverages on camp property.

SMOKING/USE OF TOBACCO

The Boy Scouts of America's position on smoking strongly urges leaders neither to use tobacco products in any form nor to allow their use in the presence of youth. Therefore, due to medical evidence and growing community sensitivities, a *smoke-free* environment policy was developed. "All buildings and facilities under control of the Golden Empire Council are to be designated as nonsmoking facilities. Smoking outside entrance/exit doors is prohibited at any location. In addition, all Scouting functions, meetings, or activities will be conducted on a smoke-free basis with permitted smoking areas located away from all participants."

Staff members, under the age of 18, using or in possession of tobacco products will be dismissed

immediately. The Camp Director will determine and designate a smoking area for staff members over the age of 18. Smoking will not be allowed in program areas, campfire bowl and all buildings.

GENERAL DUTIES AND RESPONSIBILITIES

1. Each staff member is expected to demonstrate at all times the best that Scouting has to offer. Remain positive and willing to do assignments.
2. Each staff member is to have a thorough understanding of the material he or she has been assigned to instruct. This includes all merit badge requirements and advancement skills. This preparation must be done prior to staff week.
3. Staff members are expected to stay the entire duration of the contract time. If this is not possible, arrangements must be made through the Program Director and the Camp Director. Additional time off for personal business maybe arranged when necessary. It is understood that staff members will not be paid for those weeks that they take off from camp.
4. Be an enthusiastic participant in all assigned camp events or activities. These may include merit badge instruction, sparklers, camp-wide games, campfires, hikes, and flag ceremonies.
5. Certain camp maintenance assignments will be given staff members on a regular basis. These may include: dining hall serving, campsite and program area clean up, maintaining the Lodge or other camp buildings, cleaning campfire areas, etc. These assignments will be made through the Program Director.
6. Staff members will be evaluated during the camping season.
7. ALL STAFF REGARDLESS OF AGE TO BE HELD TO ALL RULES EQUALLY.

PERSONAL CONDUCT

1. All staff is to abide by the rules established for the Scout units.
2. We are to maintain the highest level of behavior including the language we use, jokes told, and conduct around the boys. Staff will only use behavior consistent with Scouting values. If you question what these values are, consult the Boy Scout Handbook. Review the Scout Oath and Law. The use of bad language or off color jokes will not be tolerated at camp.
3. Personal or staff difficulties are to be kept within staff and not to become the information of the campers or adult leaders. If any problems develop, they should be discussed with the Camp Director.
4. With the increasing number of female staff members at Camp, it is imperative that we maintain a professional atmosphere while on duty and while on Camp Property. Romances or public displays of affection are not allowed at camp. Our patrons expect this of us and they pay our salaries. Exchange telephone numbers and save it until camp closes.
5. Each staff member is to keep himself or herself well groomed while in public. This includes a neat clean uniform, clean and neat combed hair, regular showers, and clean shaven. The Camp Director may grant exceptions for facial hair. We want to set the best example to all Scouts. Set the example daily. All staff are "on stage" 24 hours a day in front of Scouts, leaders, and parents. The impression we make will have a great deal to do with our effectiveness.
6. Come to all training sessions and camping weeks with a positive attitude. Be ready to have a great time. The hours get long and work sometimes is tedious, but these campers deserve a good time. We are to go the extra mile to ensure they enjoy themselves and achieve the goals they have set. We would not be here or have our jobs without our customers (Scouts and leaders). We must treat them the way we would want to be treated.

General Information & Guidelines

WHAT DO I WEAR?

Summer camp is the ideal model of Scouting-in-action. A strong emphasis on good uniforming as well as general personal appearance is a very important phase of our program. The example of each staff member speaks louder than words.

We know from experience, that a camp that permits sloppy uniforming and appearance from its staff soon suffers from a sloppy teamwork and low morale. Each staff member should come to camp ready to live according to the detail and spirit of our uniforming guidelines.

Staff will be required to wear either of two uniforms. The Camp Director and Program Director will determine when it is appropriate to wear which uniform.

- A. **Official Boy Scout Uniform.** Each staff member is required to bring at least two complete sets. Generally, this uniform will be worn during evening flag ceremonies, dinner meals, religious services, campfires, camp-wide assemblies, and similar events.

The Official Boy Scout Uniform comes in two designs. The Camp Director will choose a design and require staff to adhere to that design for the camp season.

- a. Tan (Khaki), short sleeve shirt, gray shoulder loops, green short or long pants, Scout belt (web or leather), and short socks.
- b. Dark Green, short sleeve shirt, gray shoulder loops, green short or long pants, Scout belt (web or leather), and short socks.

All insignia shall be placed on a uniform according to templates in the Scout Handbook. The only badge of rank permitted on a uniform is the cloth Eagle Badge (if under 18). Adults should wear appropriate knots.

- B. **Camp Staff "Activity" Uniform.** Staff polo shirt or camp T-shirt, Boy Scout shorts or trousers, Official Socks, and Scout belt (web or leather) must be worn to make the complete "Staff" uniform. BSA T-shirts that have no troop affiliation may be worn in place of the staff polo shirt. Generally, this uniform will be worn during program hours and during any other time while on duty.

Casual clothing should be brought to camp to wear during pre-week training and off-duty time either on or off camp property. If you are going off camp, you should wear presentable clothing. We do make an impression on our neighbors and it should be a good one.

"The example you set, the appearance you make, will have more of a lasting impression on Scouts than the words you speak."

1. Each staff member should have at least **two to three** complete uniforms. This will allow one uniform to be clean at all times.
2. The entire staff is expected to wear the same type of uniform on any given day. The activity uniform will be worn during times where the field uniform is not worn. The exception is for the aquatic staff which will wear red lifeguard trunks or red one piece suits, those in interpretive attire and kitchen staff. The Camp Director may also approve a dress code for those individuals who work off site on trails, lakes, climbing, etc.
3. Staff members are to have enough shorts/pants and pairs of socks to last the entire week.
4. Staff apparel and additional staff items pre-purchased will be issued during staff week. Each staff member will be issued a camp staff polo shirt, hat and nametag.
5. The staff may wear only the official camp staff hat. Exceptions may be made by the Camp Director.

6. Each staff member is to be well groomed. This includes a neat clean uniform, clean and neatly combed hair, taking regular showers and being neatly shaven. Exceptions to the last item will be granted by the Program Director. The impression we make will have a great deal to do with our effectiveness. (Remember, you are “on stage” 24 hours a day.) Always set the example when outside the staff area.

WHERE DO I SLEEP?

1. Staff will be assigned sleeping quarters by the Camp Director. Generally, staff will be assigned to either a platform tent, Adirondak or a camp lodge where applicable. In all cases, some beds may be set up as bunk beds or as individual cots. All beds are supplied with mattresses.
2. Roommates must be of the same sex and either all under or all over 18 years of age. Room assignments will be made during staff week. Once assigned, staff members do not have the option of changing sleeping quarters.
3. Camp living quarters and any other camp facilities are the responsibility of the staff to keep neat and in good repair throughout the summer.
4. It is the duty of the staff members to keep their living quarters clean and orderly. Regular inspections will be conducted by the Program Director. Staff members are responsible for the elimination of such safety hazards in their living quarters, such as open flames, overloaded electrical circuits, and food attracting rodents and bears.
5. All staff members are expected to keep volume of their radios or other electronic equipment to a minimum. Loud music is **NOT** conducive to a camping setting. Remember: Use of a radio at camp is a privilege not a right. Music with obscene or offensive lyrics will result in the cancellation of radio privileges.
6. All staff are to be in their quarters and must observe **QUIET TIME** no later than 11:00 p.m. No Exceptions, no matter where your living quarters are located! This is to insure adequate sleep and respect for other campers and staff.
7. No staff member is to enter another staff member's quarters unless specifically invited to be there. Staff members are not to spend the night in any quarters other than the one to which assigned. No staff member is to spend the night in a campsite unless invited and given permission by the Program Director. Campers are prohibited from being in or around the staff living quarters.
8. You will be personally responsible for any damages to camp property in or around the staff housing area. Treat your home with care.

WHERE DO I EAT?

Staff meals will be provided by the camp and are generally served in the Camp Dining Hall.

1. All staff members must be at all meals except on days off.
2. Meals will start on time. Do not be late.
3. Staff members will take turns leading a song and grace before each meal.
4. Either the Boy Scout Field or Staff uniform must be worn at each meal. The official BSA uniform is required for dinner unless otherwise indicated by the Camp Director.
5. The kitchen is off limits to all non food service staff. No staff may enter the kitchen without permission from the kitchen manager or Camp Director. Personal snacks may be stored in the kitchen, but can only be retrieved during normal working hours and at the discretion of the kitchen manager.
6. Special dietary needs must be arranged with the Camp Director prior to arriving at camp. The camp will do its best to meet your needs.

WHAT TO BRING TO CAMP?

Think about where you are headed, and then use your best judgment. Each staff member is provided a cot and mattress. The following list will give you some ideas to get started:

Clothing

- Official Boy Scout Uniform
- (2 Complete sets)
- 5-7 Pairs of Boy Scout Socks
- Extra Pairs of Boy Scout Shorts
- Scout/casual belts
- Casual (work type) clothing
- Sleepwear/Pajamas
- Undergarments
- Assorted closed toed shoes & boots
- Swim Wear (red for waterfront staff)
- Rain gear
- Sweater and/or jacket
- Work gloves
- Clothes hangers
- Laundry bag

Sleeping Gear

- Blankets and/or sleeping bag
- Pillow
- Extra sheet for mattress

Toiletries

- Towels & wash cloth
- Soap in container
- Toothbrush & toothpaste
- Comb and/or brush
- Shampoo and/or conditioner

Personal Items

- Footlocker with lock
- Day pack
- Wristwatch
- Alarm clock – battery operated
- Insect repellent, coils, etc.
- Flashlight (extra bulb/batteries)
- Camera & film
- Pocket knife (NO sheath knives)
- Sewing kit
- First-aid kit
- Sunblock – Spf 30 recommended
- Chapstick
- Sunglasses
- Musical Instrument
- Religious materials
- Notebooks, pencils, pens
- Reading materials
- Scout handbook, field book, etc.
- Ideas for campfire songs & skits
- Spending money

Leave at Home

- Firearms and ammunition
- Fireworks
- Magazines of poor taste
- Cigarettes, cigars, pipes
- Electric blanket/heater
- Refrigerator
- Computer
- VCR/DVD Players
- Televisions, stereos, loud music

Please remember that you are responsible for what you bring to camp. The Golden Empire Council is not responsible for theft, loss or damage to personal property at camp. Write your name on your personal items. Bring your own footlocker or trunk with lock for protection. Keep your valuables locked when you are not in your sleeping area.

WHERE DO I WASH MY CLOTHES?

A washer and dryer, detergent and fabric sheets may be available for personal laundry use. Laundry must be done during free time. Failure to keep the laundry area clean will result in the suspension of use. Check with your Camp Director to ensure that washing facilities are available at camp. If not, staff will be responsible for washing clothes off site during off duty hours.

SHOWERS/RESTROOMS?

Separate shower and restroom facilities will be assigned. Youth (17 years old and under) may not use showers at the same time as adults (18 years and older). A shower schedule to accommodate youth/adult males and females will be posted. Please make note of shower times and facilities.

TRANSPORTATION?

1. Staff members under 18-years-old are discouraged from bringing cars or other vehicles to camp. If this is necessary, such vehicles are to be parked for the week in the designated staff parking area. Parental permission slips must be on file signed by a parent or guardian, allowing a staff member under age 18 to have a vehicle in camp and for allowing the driver to transport anyone else.
2. Permission to leave camp during the week must be received from the Camp Director or Program Director and logged in.
3. Staff vehicles will not be allowed in the camping areas.
4. Permission slips must be on file, signed by a parent or guardian, allowing staff members to travel in anyone's vehicle other than that of their own parent or guardian.
5. All staff members sign out at the camp office when leaving camp and sign in upon their return.
6. Campers do not ride in staff cars, except with permission from the Camp Director and in an emergency.
7. Golden Empire Council is not responsible for damage to vehicles in camp. Beware of parking under trees.

MAIL & TELEPHONES?

1. Mail will be dispatched daily or as received. Outgoing mailbox is located at the Camp Trading Post.
2. Mail will be distributed quietly to each staff member.
3. Staff is responsible for their own postage expense. Postage may be purchased from the camp trading post.
4. No mail will be forwarded from camp after closing. It will be returned to sender.

Camp Addresses:

_____, Staff
Camp Robert L. Cole, BSA
POB 790
Soda Springs, CA 95728-0790

_____, Staff
Camp Lassen, BSA
21359 Scout Road
Butte Meadows, CA 95942

_____, Staff
Camp Winton, BSA
40800 Highway 88
Pioneer, CA 95666

Camp Telephones:

Any outgoing calls by staff members must be made on the pay phone or personal cell phones. Cell phone coverage is limited at Camp Lassen and Camp Winton

Camp Lassen	Camp Winton
530-873-4961 (Business)	209-295-4139 (Business)
530-873-6690 (Fax)	209-295-4140 (Fax)

Camp Robert L. Cole does not have direct telephone service.

Emergency Phone Number:

In case of emergency, each family should be provided with the phone number of the Council Service Center: 800-427-1417 ext. 117, Camp Registrar
ext. 123, Program Director
ext. 121, Scout Executive

VISITORS?

You are welcome to invite your family and friends to camp. Staff visitors are not allowed during work hours but are more than welcome during off-duty hours and campfires. All visitors must register at the camp office. Visitors will be escorted around camp unless the Camp Director approves otherwise. Guests may join us for meals at a charge of \$5.00 per meal. Overnight accommodations may be available for guests with prior arrangements made with the Camp Director immediately.

NO VISITORS ARE ALLOWED IN STAFF SLEEPING QUARTERS. Violation of this rule is subject for dismissal.

PETS?

Staff members may not have pets at camp. If you find a stray animal during the camp season inform your supervisor or Camp Director.

RELIGIOUS OPPORTUNITIES?

Churches of various denominations are located nearby. Every reasonable effort will be made to give each staff person an opportunity to attend a service of his/her choice. Any item in this manual that conflicts with one's religious beliefs must be brought to the attention of the Camp Director.

SPENDING MONEY?

Staff members are responsible for all items purchased outside of camp, Trading Post items, repairs to damaged property, and recreational opportunities out of camp. Do not keep large amounts of cash on hand. A safe is provided with the Camp Director. All staff members, including Junior staff and CITs, should be prepared to pay all personal expenses at camp.

TRADING POST?

A trading post is available for purchase of snacks, soft drinks, paraphernalia, etc. There will no tabs or accounts for staff members, and there will be no loitering by staff members during hours of operation. Please do not ask for free drinks or other items. The small profit that is made at the camp store helps to pay your way. Without it, camp could not afford you!

ADVANCEMENT OPPORTUNITIES?

To the extent of your free time, you may work on merit badges and other advancement opportunities in camp. Requirements involving paperwork are urged to be completed before camp (approval to work on merit badges must be given by your Scoutmaster. The Camp Director and Program Director or anyone also does not have that authority.) Use of any program area is at the discretion of the Area Director. Your personal advancement is secondary to the advancement needs of the Scouts you are working with.

STAFF RECREATION?

There will be many opportunities for staff to participate in leisure activities. The camp management will do their best to ensure that during off hours, staff members will be able to have some type of activity. Staff can play board games, volleyball, swim, and other activities during their free evenings. However, the kitchen is off-limits and abuse of the hall will result in the suspension of its use.

INTERNET ACCESS

Internet access varies from camp to camp. Each camp director will establish an Internet policy. Choose a local number for your Internet provider.

Camp Policies & Procedures

CAMP IS A HOME... RESPECT THE "HOME" RULES

The unit campsite is the home of the Scout campers. Respect their right to privacy. When entering a unit's campsite, use only the authorized entryway. Do not cut through, use the trail. Always ask permission to enter. Call out, "Permission to enter?" or even "Knock, Knock." There must be a reason to enter campsite. If you are an invited visitor, keep your visits short. Do not overstay your welcome.

Your staff living area is your home also. Campers are not authorized to be in there. The reasons are for security and control. The Unit Leader is in charge of his Scouts, and if he knows staff living quarters are out of bounds, then he would have no reason to go looking for his Scouts in there. As staff members, you have certain privileges because you are at camp for extended periods. These privileges are not extended to campers. As a rule, your staff living area is for Staff members only! NO VISITORS OR CAMPERS ARE ALLOWED IN THE STAFF SLEEPING QUARTERS.

HYGIENE

This is a professional working environment. Staff members must maintain a clean appearance at all times: Shower daily; Brush your teeth regularly; Wash before each meal. Dirty hands will not be permitted in the kitchen or dining area.

USE OF CAMP FACILITIES AND PROPERTY

1. All camp staff are responsible for the care and usage of camp facilities and property. Due to the limited amount of money available, and the cost of materials and equipment, care must be taken to avoid waste. When possible, turn out lights and water when not in use. Personal use of equipment by staff is prohibited.
2. Any staff member found with excessive amounts of camp belongings or materials in their personal belongings (e.g. craft supplies, kitchen articles) which they have no reason or justification to possess, will be dismissed and prosecuted at the discretion of the Camp Director.
3. Staff members in charge of designated activity areas (e.g. Handicraft) will be responsible for all materials and equipment for that activity for the Summer. Inventories are kept from the first to the last day of camp. Equipment or materials which "disappear" or are wasted will be paid for by the individual in charge of the area. Keep inventories up-to-date and know where your equipment and supplies are.
4. Staff are not to use excessive amounts of materials for projects for themselves. "Excessive amounts" are interpreted by the Camp Director. If in doubt...ask.
5. Use of camper property by the staff for personal use or pleasure is strictly prohibited.
6. Staff Housing:
 - a. You are expected to keep your living quarters neat and orderly. Remember the part of the Scout Law, "A Scout is Clean."
 - b. Housing will be inspected at the beginning of the Summer for damage or irregularities. Afterwards, any damage beyond that of a normal wear and tear occurrence will be the responsibility of that staff member. In essence, if damaged you pay for damages.
 - c. Report all problems and needed repairs to the Camp Director in writing.
 - d. No construction or alterations are permitted without the approval of the Camp Director.
 - e. Do not bring expensive articles to camp. Be Safe!
 - f. Bring a footlocker with a personal lock for all personal belongings and keep it locked at all times.
 - g. Staff quarters will be inspected periodically by the Camp Director or designee.

SUGGESTIONS/INNOVATIONS

Your camp wants the benefits of all your abilities and insight. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience. If you see ways that camp operations can be improved or a more efficient way something can be done, make a suggestion to your supervisor. If you think of a great program idea, or a way to save money, you will be rewarded.

INVENTORY PROCEDURES

Inventories of all facilities, non-expendable equipment and expendable supplies will be conducted before camp opens, at the end of every session, and during camp closure. Accurate and timely inventories are important tools for the proper administration of the overall camping program since they are used for budgetary planning, justification for insurance claims, and are basis for purchasing. The Camp Program Director is responsible to insure all inventories are taken in accordance with this procedure by the various Area Directors.

DISCIPLINE OF CAMPERS

Discipline of the Scouts is the unit leader's responsibility. All discipline matters are to be referred to the unit leader to handle in his own Troop in his own way. At no time, and not for any reason, is there to be punishment of campers. If for any reason, the problem cannot be resolved with friendship or reason, report the situation to the Program Director. The problem will then be shared with the Scoutmaster. If the Program Director or Commissioner staff are unable to resolve the problem through friendship, reason, and possible denial of activity privileges, then the Program Director will refer the problem to the Camp Director. The Scout Oath and Law are the accepted code and constant guide to all relationships within the camp.

"Hazing" or "initiation" is strictly prohibited. There will be no physical punishment. This includes "service projects." If you have a camper who is constantly physically abusing or tormenting others, inform the Program Director. Allow the Program Director and unit leader to take action. This is for your own protection. Camp is for all and it is unfair to the other Scouts and the counselors as well to have to constantly watch over a particular Scout.

CAMPER RULES

The safety of all campers is of primary concern by all staff members. Every staff member should constantly look out for safety hazards and inappropriate behavior in camp. These rules apply to staff as well as camp participants.

- ❖ No throwing of rocks or tree limbs.
- ❖ No slippers open toed sandals, or bare feet, etc.
- ❖ All knives and axes must be covered when not in use.
- ❖ Trespassing in closed program areas and buildings.
- ❖ No climbing on buildings or trees.
- ❖ No sheath knives.
- ❖ No foul language may be used.

CHILD ABUSE

As part of the pre-camp training each staff member will participate in Youth Protection Training. Any form of child abuse, real or perceived, should be reported to the Camp Director immediately!

EMERGENCY PROCEDURES

The health and safety of all campers and fellow staff members is of the utmost importance in providing a quality outdoor experience. Staff members will receive a complete guideline and instructions for dealing with emergencies at camp during staff development week. Staff members who are not currently certified in CPR, will be trained during staff week.

SAFETY

Safety at camp is everyone's responsibility. Staff will be trained to use equipment and procedures in connection with their duties. The camp will provide safety equipment as needed. If something seems unsafe, speak-up. The camp strictly adheres to the "Guide to Safe Scouting", "the Camp Health and Safety Guide Book" and "The BSA Guide to Age Appropriate Activities".

About Your Job

JOB DESCRIPTIONS

You have been hired to perform a specialized service in camp. Your particular job title is that listed on your contract. You have been provided with a "Position Description" showing the duties and responsibilities of your position. You will be expected to perform your duties as described.

In addition, you will be expected to carry out various "common duties" shared by all camp staff members. These functions include:

1. Participation in campfires and campwide events.
2. Service in helping to keep the camp in good order especially around the staff area and camp buildings.
3. Covering part-time for other staff members on days off.
4. Assisting with maintenance problems and other emergencies such as fires, lost campers, etc.
5. Assisting in Dining Hall and kitchen help.
6. Assisting in checking in and out troops, securing equipment and arranging troop and patrol sites.

STAFF DEVELOPMENT WEEK

The first week of the camp season will be staff development week. During these busy days, you will set up camp, train for your job, and otherwise prepare for the arrival of campers. Everyone should be prepared to really pitch in and give 110% during pre-week as time is limited and there is much to be accomplished. You must report on time for pre-week except for reasons, cleared in advance with the Camp Director.

CAMP CLOSING RESPONSIBILITIES

Following the last week of regular camping, you will be involved in taking down and putting away camp supplies. This can take one to two days depending on the weather. All staff members will take part in this activity. Camp will conclude with the traditional Staff Feast.

WEEKLY RESPONSIBILITIES

Opening Day will make a first and lasting impression for many Scouts, their parents and their leaders. It is important to present a good impression. This begins with arriving at camp after your day off on time to get settled before campers arrive. Getting settled includes being showered and in proper uniform.

The Closing campfire is Friday evening. All advancement forms must be completed prior to Saturday morning. Troops will receive their envelopes with merit badge cards, medical forms and camp awards upon checkout on Saturday. Staff staying in camp, must wear proper uniforms at all times.

REVEILLE, TAPS AND PUNCTUALITY

Staff members should be up at morning Reveille, so each will have enough time to prepare themselves and their quarters for the activities of the coming day.

All staff members will be required to attend those functions as designated by the Camp Director. Examples could be flag ceremonies, campfires, etc. See your camp schedule for details.

The most important trait of every staff member is punctuality. It is imperative that every staff member works as a team in being at a given place on time, every time. Staff members who are late not only disrupt the flow of camp, but makes the staff look unorganized. Please do your part to be at every activity on time. Constant tardiness is grounds for insubordination and will not be tolerated.

CURFEW/LIGHTS OUT

Curfew for staff members is set by the Camp Director. Staff is asked to be in their sleeping quarters at 11:00 p.m. Lights out for campers will also be 11:00 p.m. Tardiness to your program areas will not be tolerated, so observe others rights. The camp schedule is packed with activities, so for the appreciation of the campers, get some sleep.

APPENDIX

CAMP MAP
HOW TO GET TO CAMP MAP

HANDOUTS PROVIDED AT CAMP:

STAFF WEEK SCHEDULE
CAMP SONGBOOK
EFFECTIVE TEACHING METHODS
CAMP EMERGENCY PROCEDURES