

Camp Sinoquipe



2018 Staff Guide

Table of Contents

Welcome to the Camp Sinoquipe Summer Camp Staff.....	pg 3
Aims & Methods of the BSA.....	pg 4
Quick Reference Items.....	pg 4
Papers to bring to Camp.....	pg 5
Staff Check-in Flow.....	pg 5
The Scout Law as it Pertains to Camp Staff.....	pg 6
Staff Members Concerns and Roles.....	pg 7
General Understandings.....	pg 8
Dress Code and Uniforms.....	pg 9
Staff Rights and Responsibilities.....	pg 10
Job Descriptions.....	pg 14
Staff Needs List.....	pg 16
Teaching and Instructing.....	pg 17
Emergency Procedures.....	pg 18
Youth Protection.....	pg 19
Counseling.....	pg 20
Working with Unit Leaders.....	pg 21
Camp Staff Guide Acknowledgment.....	pg 22
Under 18 Form.....	pg 23
Vehicle Registration Form.....	pg 24

Welcome to the Camp Sinoquipe Summer Camp Staff!

Congratulations! You have been selected to serve on the 2018 summer camp staff at Camp Sinoquipe. Scouts will converge on our rustic camp for one reason, to have FUN! That fun might be in the form of action, advancement or amusement. Whatever the reason, you will be responsible for providing a quality program.

This staff guidebook is provided to inform you of the rules and policies of summer camp. Please read this guide in its entirety and bring it with you to camp as a resource. While you will have specific duties, it should be understood that all staff members share in the overall responsibility of operating our camp.

Many applied for a position on staff but you were selected to be part of this very special team. Together we will support one another throughout the summer and operate with the Scout Oath and Law as our guide.

Available Staff will report for work on **Monday, June 11th between 9 a.m. and 11 a.m.**
Area Directors will report **Sunday, June 10th at 1 p.m.**

Check in will be conducted in the Conference Center. Please have all forms and information completed and ready to submit at check in. Please leave all personal belongings in vehicles in the parking lot until check in is completed. Activity uniforms and/or work clothes will be appropriate for the majority of the week, but please have at least one field uniform prepared for wear during the week.

If you have questions before the start of camp, please contact me either by phone or at my email address below. Again, welcome to our Summer Camp Staff. This is your chance to make a difference in the lives of many Scouts this summer.

Yours in Scouting,

Rob Holsinger
2018 Camp Director
301-992-1398
Robert.holsinger@scouting.org

Congratulations on being selected for a position at Sinoquipe this year! I sincerely hope that you are as excited as I am for this opportunity and I urge you to begin in preparing yourself in any way you can to make this summer great! The numbers are in and we are booked to capacity! That shows that the campers love our camp, and they love the staff the most. If you have any questions or concerns, please feel free to contact me as I am here to support you in any way possible.

Yours in Service,

Kyle Graybill
Program Director
sinoquipepd@gmail.com

Aims & Methods of the BSA

4 Aims of Scouting

Character Development

Citizenship Training

Physical and Mental Fitness

Leadership

Methods of Scouting

Patrol Method

Adult Association

Scouting Ideas

Uniforming

Leadership

Personal Growth

Advancement

Scout Law

A Scout is:
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily

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 times;
To keep myself physically strong,
mentally awake, and morally straight.

Quick Reference Items

There are several terms and phrases we will use in this guide and during the summer. Here is a list of them for your reference.

Activity Uniform- Uniform consisting of t-shirt, shorts or pants, socks, belt and brown shoes (sometimes incorrectly referred to as “Class B”). See the section on uniforms.

Assistant Director- Staff position with more responsibilities than an instructor and generally meeting an age requirement.

Camp Management - The Camp Director, Program Director and Ranger. These three people are the key management team at Camp Sinoquipe.

Central Staff- The camp management and key staff members who have camp-wide responsibilities on a general basis. They include: Camp Director, Program Director, Camp Ranger, Camp Commissioner, Kitchen Manager and Staff, and Health Officer.

Class A- Improper term for Scout Field Uniform.

Class B- Improper term for Activity Uniform.

Council Executive Staff - The professional staff of the Mason-Dixon Council.

Director - A director is a staff member who is responsible for the overall operation of a particular program area or support area in camp.

Field Uniform- Uniform consisting of Scout uniform shirt, shorts, socks, belt, brown shoes and neckwear (sometimes incorrectly referred to as “Class A”).

Instructor- Staff position responsible for instruction and assistance in a program area.

Junior Staff - Any staff member regardless of position who is under the age of 18.

Each staff member must have completed and ready to submit:

- Signed Service Agreement (with parent approval if applicable)
- The new Annual Health and Medical form (680-001) with all parts A, B & C complete
- W-4 form
- I-9 (with 2 Forms of Identification)
- Work Permit (if Applicable)
- Signed Camp Staff Guide Acknowledgment (pg 22 of this guide)
- Payment option form (paper paychecks are not an option)
- Hazardous Weather and Youth Protection certs from www.myscouting.org
- PA SP background check form
- PA child Abuse Clearance
- FBI fingerprint Clearance
- Vehicle Registration (if applicable) page 23
- Under 18 Form (if applicable) page 24
- Any applicable Certification Cards (NCS, First Aid, CPR, etc)

By arrival, you should:

- Have at least one complete field uniform with patches sewn on
- Read the Staff Guide
- Be ready to move into assigned housing

Staff Check-in Flow

1. Arrive wearing an activities uniform, or plain clothes
 - a. It is not necessary to arrive in full field uniform
2. Leave all gear in car
3. Proceed with paperwork to conference center
 - a. Directors will be helping assemble paperwork in order
 - b. Approved individuals assist in filling out I-9s and W-4s
 - c. Have copies made of documents (certs, IDs, etc)
 - d. Final stop is CD and PD for submitting paperwork
4. Return to parking lot for move in
 - a. At this time you may drive gear in and drop it off at living areas. Please be careful of other drivers and pedestrians
 - i. Junior staff move gear to Quartermaster porch.
 - ii. Senior staff move gear to assigned cabins.
 - b. DO NOT "CLAIM" TENTS YET OR UNPACK
 - i. This will take place later in the day
5. Report to Parade Field for fun and games
6. Lunch at 12:15pm at Dining Hall

The Scout Law as it Pertains to Camp Staff

A Scout is Trustworthy: Throughout your life and as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. The camp management will entrust to you duties and responsibilities related to your assignment.

A Scout is Loyal: Loyalty to the camp and to your coworkers is an essential attribute 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 management.

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

A Scout is Friendly: As you pass a Scout or Leader say "Hi, Scout!" A friendly word cost nothing yet gives so much goodwill. be a friend to all not just a clique of buddies.

A Scout is Courteous: You represent the Boy Scouts of America as you deal with boys, leaders, parents or the public. In your visits to the nearby towns you represent the camp and this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council and the BSA.

A Scout is Kind: Kindness can often interpreted in its relationship to animal life: showing boys how to be thoughtful to the animals in camp. Kindness and consideration of other people, 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 management. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the camp management.

A Scout is Cheerful: A happy camp is a spirited camp which becomes a successful camp. Happiness is contagious, particularly in a Scout camp. No one is in a better position to promote and stimulate this attitude more than you are. Each staff member, regardless of position, should take it upon themselves to motivate and give an outlook of cheerfulness and happiness in the minds of all, even the campers and leaders coming in during the final weeks of camp.

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 equipment.

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 scout camps in the world. 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. Keep yourself and your clothing neat and clean.

A Scout is Reverent: Being faithful in his 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 proper attitudes and high ideals.

Staff Members Concerns and Roles

Staff members have four basic concerns at camp:

1. **Concern for the Campers:** Scouts come to camp expecting a great week of fun and adventure. As camp staff, it is our duty to meet their needs from the moment they arrive until the moment they leave camp. We must be patient, understanding and above all interested in the campers.
2. **Concern for Each Other:** As a member of the camp staff you will be living and working with other staff members for seven weeks. You will have the opportunity to meet new people and many of you will become friends. We must all do our best to be patient and accepting of each other's differences. Camp is your home for the summer; treat one another as you would like to be treated.
3. **Concern for the Camp:** Over the years a great deal of money and manpower has been invested to help create the beautiful facilities at camp. As staff we have a responsibility to keep the facilities clean and in order. This includes your tent, the staff area, the shower houses as well the program areas.
4. **Concern for Yourself:** Last, but by no means least, serving on the camp staff is a great personal experience for you. To get the most out of it, make sure that you are always ready to go. The camp staff works long days. We start early in the morning and end late at night. It is important to get adequate rest. It is your responsibility to keep yourself in good health. This includes seeking treatment for any illness and avoiding unnecessary activities that may lead to personal injury. When one of us gets hurt or sick, it falls to the rest of the staff to pick up the slack so that the program does not suffer.

Camp staff members hold a variety of positions throughout camp. Regardless of where you work, you are a staff member. As such it is important to realize that your job has three distinct aspects. At any given time you may be asked to assume one of these roles.

1. **Staff Members as Supervisors:** Many of the activities or functions of camp require supervision by mature, responsible individuals. At some point during the course of the summer you may be called upon to supervise an activity. In this capacity you are expected to enforce the rules and regulations necessary to ensure the safety of the campers as well as the standards required by the Boy Scouts of America and any governmental authorities.
2. **Staff Members as Counselors:** In this aspect of your job you must be friendly, understanding and helpful. You must be alert to sense the needs of Troop leaders and boys. Be prepared to help them however way you can. Remember that the Scouts look to you for guidance and leadership as much as they look to their own Troop Leaders.
3. **Staff Members as Instructors:** One of the main goals of summer camp is to instill in the Scouts some sort of skill. It is your job as an instructor to pass on to Scouts your knowledge of a particular skill. This aspect of your job will test your ingenuity and patience as much as your knowledge and teaching ability. Do your best to pass on what you know. Never be afraid to say you don't have the answer.

General Understandings

Alcohol, Drugs, and Other Prohibited Materials

National Boy Scout policy prohibits the use or possession of intoxicating beverages of any kind or any controlled substance on camp property. These include but are not limited to: marijuana, cocaine, beer, wine and hard liquor. Possession or use of these products may be cause for dismissal from camp and if necessary notification of authorities. Any personnel found violating these guidelines in areas adjacent to camp property may be subject to the same consequences. Fireworks and explosives are strictly prohibited. Possession could lead to dismissal. The use of foul language is unacceptable.

Smoking, Vaping, Tobacco use

Absolutely no smoking around campers or leaders. Smoking is not allowed in any building or tent. It will be confined to the designated smoking area in the parking lot. Smoking by any Junior Staff member is strictly prohibited. No vaping, no Chewing, No

Weapons

Small Scout knives are acceptable if used properly. Firearms consistent with camp use may be brought to camp but must be cleared by the camp management and the Shooting Sports Director prior to bringing the firearm to camp. It must be kept locked in the Shooting Sports area. No other types of weapons may be brought to camp.

Initiations and Hazing

These are considered child abuse by BSA regulations and will not be tolerated. These include but are not limited to “snipe hunts”, searches for “left-handed smoke shifters” or other similar items, excessive eating/chugging games, initiations, corporal punishment or any other activity that demeans or degrades a Scout or Staff Member. Any such behavior will result in immediate dismissal and referral to the appropriate civil authorities.

Social Media

As a member of the Camp Sinoquipe Staff you have agreed to live by the Scout Oath and Scout Law. This applies not only to your conduct at camp but also to your conduct within social media outlets (Facebook, Snapchat, Vine, Twitter, etc.).

Medical Requirements

All employees will complete a BSA Annual Health and Medical Record (680-001 Parts A, B and C) which must be signed by a physician.

Media

In the event of a situation where media (newspaper, television, etc.) arrives at camp, direct them immediately to the Camp Director or Program Director. Do not comment under any circumstance.

Dress Code and Uniforms

The entire camp staff is expected to own, maintain and wear proper summer uniforms as discussed below. Camp staff members may purchase uniform items at the council scout shop at a 20% discount. Each staff member is expected to make his or her own arrangements with the Scout shop to pick up and pay for any uniform supplies prior to the start of camp. The Mason-Dixon Council does not do payroll deductions for uniform orders.

BSA Field Uniform

The official BSA uniform shirt (khaki for Scouts and spruce green for Ventures') tucked in with a minimum of the following insignias:

- Right sleeve: American Flag
- Left sleeve: Mason-Dixon Council CSP or the CSP appropriate to one's home council and Unit numbers as appropriate for your unit: New camp staff members can be registered in Crew 23
- Right pocket: Summer camp patch (will be issued to you).
- Left: World Crest Patch
- Shoulder loops: worn according to each staff member's registration.
- Official BSA pants/shorts (Forest green for Scouts, grey for Ventures')
- Official BSA socks, short or long (Forest green for Scouts, grey for Ventures')
- Scout belt or leather belt with an appropriate buckle
- Brown shoes or boots
- Neckwear Sinoquipe Honor Scout bolo or Wood Badge Beads or Neckerchief etc. OA beads do not constitute neckwear and they should not be worn on a daily basis as part of the uniform, except during specific OA functions.

The Field Uniform is worn to all retreats, chapel services, special ceremonies, campfires and evening meals.

Activity Uniform

Same as above but with a Scouting t-shirt or polo instead of a uniform shirt and no neckwear. You will receive two Camp Sinoquipe t-shirts at the beginning of the summer.

Hats: Camp hats, available in the Trading Post, are acceptable for wear when in Activity Uniform. Non BSA hats should not be worn.

Activity uniform will be worn when on duty and not in field uniform.

Exceptions: Kitchen crew, ranger crew, or staff requiring other apparel for program-related functions

During Time Off

You may be out of uniform when not on duty provided you are in your living area or traveling directly to the parking lot to depart camp. When in the camp the dress code will be observed at all times. This includes times when you may be visiting a unit in its campsite.

Piercings

Male staff members should not have any visible body piercing, unless approved by the Camp Director. Female staff members may have pierced ears.

Staff Rights and Responsibilities

As a member of the Camp Sinoquipe Summer Camp Staff you will be expected to live by the Scout Oath and Law at all times. Since all camp rules cannot be itemized each staff member should conduct himself or herself in a Scout-like manner, using the oath and law as guides.

The cooperation of all staff members is essential to the smooth operation of camp and necessary to ensure that each staff member has a happy and rewarding experience at camp. The staff member's signature on his or her letter of employment indicates his or her acceptance of the following policies.

Campfires

Campfires help set the tone for the week. All staff members will be expected to participate at the campfires

Cell phone Use

Unless there is an emergency the camp business line should not be used for personal telephone calls. Cell phone use MUST NOT AND WILL NOT interfere with staff duties in any way. From teaching to cleaning, cell phones should not be seen. A cell phone may be used for its camera capabilities provided it does not interfere with duties. If a call needs to be made please do so during your free time within your living area. If a staff member is found violating this policy the phone will be confiscated.

Crew 48 – Camp Staff Venturing Crew

All staff members are encouraged to join Crew 48 regardless of home council. Becoming a paid member of Crew 48 covers the BSA registration requirement. The Crew also exists outside of our summer camping season and gathers for fun and fellowship throughout the year.

Days Off

All staff members will be given time off between sessions of camp. This will occur between close of one session on Saturday and the opening of the next session on Sunday. It is strongly suggested that you use your time wisely outside of camp so that you are refreshed and ready to greet the next week of Scouts.

Dining Hall

Staff members may be needed to assist in the dining hall from time to time. Staff members are not allowed in the kitchen and supply areas without the explicit permission of the Kitchen Manager or camp management.

Dining Hall Program

The program director will put together a schedule for Dining Hall program. All staff members will be expected to participate in some manner.

Guests

Staff members are allowed to have guests in camp, preferably during the evening. There should be no disruption of your work. It would be prudent to make arrangements with the Camp Director prior to your guest's visit. There are no overnight accommodations for guests. All camp policies apply to guests. Guests should sign in, at the Camp Office, when entering camp.

Leaving Camp

Staff members under 18 (except the owner of the vehicle) are not allowed to ride in any vehicle without written permission by his or her parents. Staff members under the age of 18 may not carry any passengers with the exception of siblings. Please refer to the Under 18 Form found in the staff packet.

Living Areas

You will be assigned a living area for the summer. It is off limits to all campers even if they were previously on staff. You are responsible for keeping your area neat and clean. Failure to keep your area clean may result in loss of privileges. Continued failure could result in dismissal. Please be mindful that housing for male staff members is off limits to female staff members. Likewise, housing for female staff members is off limits to male staff members. There are no exceptions.

Meals and Totems

All staff members are expected to be present for every meal. Exceptions are made only in the event of illness or if the staff person's particular job (i.e.: health officer) requires them to be absent from the meal. Staff members are not required to be present at the evening meal during their night off. The entire camp staff will eat in the Dining Hall along with the campers for two meals each day. To facilitate this, please bring a table marker (or totem) with you to camp. A totem is a small item that represents you and will be used to mark your seating in the Dining Hall. For example, if you work in the nature area your totem may be a plastic frog. If one of your hobbies is fishing you may use a small stuffed fish. Totems should not be valuable or fragile as it will be handled by many individuals many times a day.

Meetings

Staff meetings will be held as needed throughout the summer. All staff members are expected to be present at these meetings unless excused by the Camp Director.

Merit Badge Class Participation

With permission, junior staff members who are registered Scouts may participate in merit badge classes if their schedules permit. A staff member's first responsibility is to serve the needs of the Scouts and Scouters who are camping at Camp Sinoquipe. The most reasonable plan of action for earning a merit badge is to pick one or two badges and plan ahead. Don't try to do it all in one week. Over that period of time there should be ample time to work on merit badges.

Motor Vehicles

All vehicles must be registered with the Camp Director and parked in the staff parking area for the entire week (unless approved by the Camp Director for camp use). If you will be bringing a vehicle to camp please complete the enclosed form and bring it with you.

Nights Off/Nights Out/Non-Duty Nights

The camp management recognizes the importance of leisure time in the camp schedule. However, a full-week experience for campers includes evening activities. As such, nights off and time off are scheduled so that they do not interfere with the camp schedule. Every staff member is entitled to one non-duty night per work week. Going out of camp during this time is a privilege and will be allowed at the discretion of the Camp Director. All persons leaving camp are required to sign out using the official camp sign in/sign out book. On nights out junior staff members (under 18 years old) must be back in camp by 10:00 PM. Senior camp staff members (18 and above) may be out of camp until Midnight. Nights off begin at 5:00 PM provided you have completed your duties for the day and are released by your Area Director. Staff members are excused from retreat and the evening meal during their night off. However, if they were scheduled to participate in evening activities it is their responsibility to find a replacement and notify the Program Director.

Patrols

All program staff members will be assigned to a patrol. The patrols will handle various tasks including Dining Hall program and camp service. Patrol assignments and the rotation schedule will be set during staff week.

Personal Cleanliness

A Scout is Clean! Each staff member will groom himself or herself neatly and in accordance with standards set by the camp management and basic Scout principles. Staff members may not use the showers with campers, no exceptions. Youth Staff will be using Central Showers and Senior Staff will use the showers under the Dining Hall. Please refer to the section in the staff guide about the dress code and appearance standards. Failure to maintain proper cleanliness is a Health and Safety concern and, as such, could be considered grounds for dismissal.

Program Participation

The program is an important part of a week at summer camp. All staff members are expected to ensure the program operates smoothly. This includes merit badge instruction, camp-wide/evening activities, campfires and any other duties as assigned.

Promptness for Instruction, Activities, and Assignments

All staff members are expected to be on time for all classes, appointments, activities and meetings. The program staff is reminded that they are expected to work with the class for the entire time allotted.

Registration

All staff members must be registered with the Boy Scouts of America. Any out of council staff member should be able to verify registration upon arrival to camp. Anyone not registered with the BSA must do so prior to camp.

Taps

Taps will be at 10:00PM each night. After that time staff members are expected to conduct themselves quietly so campers are not disturbed. At 11:00PM all staff must be in their living area. Senior Staff returning from nights off are to head directly to living areas.

Trading Post

Staff members are free to make purchases from the trading post at regular cost. There are no staff discounts. Only the trading post manager or an authorized money handler may make sales. Only staff members designated as authorized money handlers by the Camp Director are permitted behind the counter in the trading post at any time. There will be no running tabs for any staff member.

Use of Facilities and Equipment

Staff members are welcome to use the camp's facilities and equipment provided the following guidelines are adhered to:

1. The staff member must be on his or her free time.
2. The staff member must assume responsibility for all equipment and will be held responsible for any damage beyond that of normal use.
3. Permission must be obtained from the appropriate area director before any facilities or equipment is used.
4. The staff member will follow all necessary safety procedures and will be expected to set an example for Scouts.

Area Directors are responsible for the equipment in their respective program areas. All equipment must be accounted for at the end of the summer. Lost, stolen or broken equipment must be reported to the camp management.

Job Descriptions

General Staff Duties (All positions)

All staff members are required to live up to the values of the Scout Oath and Law. Attendance at campfires, flag ceremonies, and all meals is mandatory. Staff members are responsible for being ambassadors to all Scouts, leaders, parents, and guests that come to Sinoquipe.

Camp Director-Responsible to the Scout Executive for the operation of the summer program at Camp Sinoquipe. (S)He is responsible for conducting the staff-training program. (S)He will comply with the administration procedures provided by the Scout Executive. Must be at least 21 years old (preferably 25).

Program Director- Reports to the Camp Director. Responsible for effective direction and supervision of all camp programs. Provides a positive role model for campers and staff and provides an endless source of spirited energy and morale boosting when needed. Act as Chairman of Camp Unit Leaders meeting, develop coordinated weekly program of all troops in camp, and develop daily (or weekly) staff assignment sheets covering specific activities and facilities. Must be at least 21 years old.

Aquatics Director- Reports to the Program Director. Responsible for overseeing all aspects of the Aquatics Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Aquatics are met. Must be 21 years old and complete the Aquatics section of National Camping School and American Red Cross First Aid and CPR/AED for the Professional Rescuer or equivalent.

COPE Director-Reports to the Program Director. Responsible for overseeing all aspects of the Project COPE Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to COPE and Climbing are met. Also responsible for Climbing merit badge. Must be 21 years old and complete the Project COPE section of National Camping School.

Counselor In Training- Reports to the Area Director they are currently assigned. Performs similar tasks as a Program Instructor with more supervision. Must be at least 14 years old.

Cultural Center Director- Reports to the Program Director. Responsible for overseeing all aspects of the Cultural Center Program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards

Ecology Director- Reports to the Program Director. Responsible for overseeing all aspects of the Ecology Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Ecology are met. Must be at least 18 years old and complete the Ecology/Conservation section of National Camping School.

Handicraft Director- Reports to the Program Director. Responsible for overseeing all aspects of the Handicraft program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards.

Kitchen Manager- Reports to the Camp Director. Prepares menus, supervises cooks and is in charge of the kitchen. Maintains camp food stock and orders food as needed. Responsible for getting meals out on time and portion control. Must be at least 21.

Kitchen Staff-Reports to the Kitchen Manager. Assists in the preparation of camp meals and cleaning after meals. Must be at least 15 years old.

Lakusin Director- Reports to Program Director. Responsible for overseeing all aspects of the First Year Camper Program in camp including altering the schedule as needed, training of staff, lesson plans, inventory management, paperwork and blue cards. Should have good working knowledge of Scouting skills especially rank requirements and youth development. Should be at least 18 years old.

Program Instructor- Reports to the Area Director. Responsible for developing lesson plans and instructing Merit Badge classes. Helps out as needed in assigned program area. Responsible for assisting as needed in non Merit Badge programs conducted in the area. Rifle Instructor must be 21. Archery Instructor must be 18. Lifeguards must be 16. All other Merit Badge Counselors must be 15

Quartermaster- Reports to the Camp Ranger. Responsible for maintenance of tools and equipment, keeping a record of the same, showing by signature who received tools or equipment and the condition when issued. Make sure that equipment is returned showing condition upon return. Keeps equipment clean and in proper working condition, and keeps storage area orderly. He will receive and fill approved requisitions. Must be at least 18 years old. Teaches Electricity and Plumbing Merit Badges.

Scoutcraft Director- Reports to the Program Director. Responsible for overseeing all aspects of the Scoutcraft program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Scoutcraft are met. Must be at least 18 years old and complete the Outdoor Skills section of National Camping School.

Shooting Sports Director- Reports to the Program Director. Responsible for overseeing all aspects of the Shooting Sports Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Shooting Sports are met. Must be 21 years old and complete the Shooting Sports section of National Camping School.

Tech Center Director- Reports to the Program Director. Responsible for overseeing all aspects of the Tech Center Program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards. Monitors computer use during open area times.

Trading Post Manager- Reports to the Camp Director. Directly responsible for operation of the Trading Post and management of the Trading Post Staff. Will use inventory book to account for stock and receipts. Will make a camp transmittal daily. Is an authorized money handler. Must be at least 18 years old.

Trading Post Clerk- Reports to the Trading Post Manager. Responsible for trading post sales and general cleanliness of the trading post. Is an authorized money handler. Must be at least 15 years old.

Wikhetschik Director- Reports to the Program Director. Responsible for the Older Boy program including lesson plans, inventory management, paperwork and blue cards. Must be at least 18 years old.

Staff Needs List

Besides all of the forms that are listed on the next several pages, you may consider bringing the following items in addition to your regular clothing. This is not a 100% comprehensive list, but a guide to help you begin to get ready for the summer.

Most of the junior staff will be housed in wall tents 1 staff per tent. (CIT's will share tents)

Most of the senior staff will be housed indoors, but not all. All tents have a mattress and bunk provided, and a limited amount of electricity. Please do not bring excessive electronic devices.

Items to remember:

- Small Carpet/Mat for beside bed
- Nightstand (small) for beside bed
- Blankets and sheets or sleeping bag/Pillow
- Movies/Games as appropriate for staff recreation
- Shower Shoes
- Alarm Clock
- Fan
- Swim gear
- Sunscreen
- Bug Spray
- Book to read
- Notepad, pens, paper
- Pocket Knife/Compass
- Small Folding Chair
- Complete Uniforms with uniform socks
- Light jacket for cold nights/mornings
- BSA hat - We will have them for sale at the Trading Post
- Sturdy Shoes/Boots
- Table Totem (or small marker) that represents you

Avoid bringing:

- Items with sentimental value
- Valuable items (e.g. entire patch collection, plasma television, etc.)
- Items that could be damaged due to weather conditions
- Excessive electronics
- Prohibited items (alcohol, fireworks, etc.)

*****Cell phones** will only be used on off times and must stay out of sight during program times. They are not to be a Distraction. You are in the out-of-doors, enjoy it.

The following sections are designed to be an introduction to your staff training. They will be gone over in greater depth during staff week. You are still to read over these documents to get a better understanding of your job and what you can do to ensure you are the best staff member you can be.

Teaching and Instructing

The advancement program is an integral part of the summer camp experience. Earning Merit Badges and other awards gives boys a feeling of achievement and self-confidence. The program also provides skills instruction that may prove useful to the Scout later in life.

Teaching Tips

1. Always start on time.
2. Have a lesson plan prepared and in front of you.
3. Have the equipment you need ready and know how to use it.
4. Gear your presentation to the level of the group.
5. Keep the group busy doing meaningful things for the entire period.
6. Have them repeatedly practice skills.
7. Check skills on a daily basis.
8. Keep clear records of the group's progress.
9. Re-teach as many times as necessary.
10. End on time.

Seven Poor Sayings

Avoid the following comments and those that are similar:

1. You are too small or weak to work on this badge. (If the Scout is legitimately not ready to take the badge, try and steer him towards a more appropriate choice.)
2. The counselor is on his night off. Come back tomorrow.
3. You missed a class, so now you won't pass the badge.
4. We are too busy right now, come back tomorrow.
5. On Monday, Just write down your name and leave. We'll start work tomorrow.
6. You really haven't passed that requirement, but I'll sign you off anyway. Remember that a Scout must do all the requirements to earn a badge. **No More, No Less.**
7. This requirement isn't in the book, but you have to do it to pass the badge. **No more, No Less**

Emergency Procedures

All Staff should read and familiarize themselves with this knowledge so that they can be a source of information in a time of crisis.

Alarm Sounds

1. Staff reports to the parade field or designated area
2. All Leaders assemble Scouts at the parade field and take campsite attendance
3. Unit Leader reports to the Camp Director/Program Director at the flag pole
4. Camp Director/Program Director will give instructions depending on the situation
 - **Lost Swimmer**-All trained staff will be directed to the waterfront and participate in the lost bather procedures under the direction of the waterfront director.
 - **Lost Camper**-Staff will be given the name of the lost camper, what the person was wearing and where the person was last seen. The Camp Director will coordinate the search in the area the person was last seen. The Camp Director will notify search and rescue and local authorities.

Child Abuse- Immediately report all suspicions of child abuse to the Camp Director.

Emergency Pickup of Camper/Leader- If telephone contact cannot be made prior to pickup of the camper. Proceed to the camp office. If no one is at the office, please proceed to the health lodge for staff notification.

Fire- Leaders will be informed of the situation and areas of camp that may need to be evacuate. Leaders must remain with their Scouts.

High Temperature/Humidity- Advise campers, alert heart and respiratory patients; restrict physical activity such as hiking, rappelling and athletic activity.

- **Green Flag** - Normal conditions, under 85 degrees F. All activities run as planned.
- **Yellow Flag** - Temperatures from 85 to 92 degrees F. Some restrictions on extreme physical activities are suggested. It is important for Scouts and Leaders drink plenty of water.
- **Red Flag** - Temperatures from 92 to 100 degrees F. Restrict all physical activities to one hour intervals and strongly suggest watching for signs of dehydration, heat exhaustion, and possible heat stroke. Insist on water consumption.
- **Black Flag** - Temperatures over 100 degrees F. Restrict all physical activity and restrict instruction to well shaded areas. Insist on water consumption and watch for heat related illnesses.

Major Accident-Immediately report the accident to the Health Officer and Camp Director.

Minor Injuries-Promptly report the injury to the health lodge to be logged into the first aid log. Any injuries, including those not treated at the health lodge, must be reported.

Mass Illness-Notify the Health Officer who will contact the Camp Director.

Storms- If weather conditions become unsafe the alarm will sound and all campers will be directed to the Dining Hall. Leaders may bring Scouts to the Dining Hall at their discretion at any time prior to an alarm.

Hurricane/Tornado- The Camp Director will receive advance warning on these kinds of storms. He will initiate the evacuation of campsites to a central building, recall of outposts and take other safety measures based on his judgment of available weather data. On such rare occasions, all leaders are expected to cooperate.

Lightning/Thunder- The waterfront, High COPE course and Climbing Tower will evacuate all campers and the area will remain closed until the storm has passed. Stay away from open areas and avoid touching metal objects.

Youth Protection

The problem of child abuse has become one of the most significant social problems facing our nation. The Boy Scouts of America has identified child abuse as one of the five unacceptable acts on which to focus its resources. The following guidelines together with the official BSA Youth Protection training will prepare you to deal with suspected child abuse as well as how to avoid putting yourself in a situation where accusations of child abuse could be made.

Child abuse is a serious criminal offense. As a camp staff member with the responsibility for caring for children you may be placed in sensitive situations making you vulnerable to such charges. If you follow these precautions you need not be afraid of groundless accusations. Some forms of abuse may not leave obvious evidence. There are behavioral signs that may indicate abuse.

You should be alert to these signs:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness and excessive crying. Inappropriate sexual activity or showing an unusual interest in sexual matters.
- Regression to infantile behavior: pain, itching, bleeding, fluid, or rawness in the private areas.
- A fear of certain places, people or activities especially being alone with certain people.

You should note that some of these behaviors have other explanations. A child who comes to summer camp is coming to a potentially unfamiliar environment. He may experience homesickness or anxieties that can lead to behavior similar to the signs of abuse. Do not simply discount the behavior as homesickness; instead share your thoughts with the Camp Director. Even if the child's behavior is the result of homesickness, his outdoor experience can be much more enjoyable if the cause of the distress is addressed. You are in a position to help a youth placed in your care.

What to Do

At some point a youth in your care may tell you that someone has molested him. If this happens we want you to be prepared to help the child. Follow the guidelines below if a child indicates that he may have been the victim of abuse or exploitation:

- **DON'T** panic or overreact to the information disclosed by the child.
- **DON'T** criticize the child.
- **DON'T** promise to keep the information shared confidential (you must report any suspected youth protection violation or child abuse case to the Camp Director immediately).
- **DO** respect the child's privacy. Take the child away from other Scouts. It is important that you discuss the situation only with the Camp Director who will then discuss the situation with the Scout Executive and with the child protective services agency if need be. It should not become a topic of conversation among the staff. Camp is a hard place to keep information confidential. Scouts should not become the topic of camp gossip.
- **DO** make sure that the child feels that he is not to blame about what happened. Tell the child that no one should ask him to keep a special secret and that it is okay to talk about what happened with appropriate adults. Try to avoid repeated interviews about this incident. This can be very stressful for the child.

Counseling

As a staff member you will be working closely with the campers. It is possible that at some point a camper may come to you with a problem. If you see a Scout walking around aimlessly or looking down make an extra effort to give him a cheerful greeting and talk with them for a while.

The following are some points to keep in mind when dealing with Scouts and problems.

- **Listen to them:** Really listen don't do anything else. Let him see that you are really listening and are concerned.
- **Try to understand:** Do you understand his problem? If not keep listening. If you are confused, they will probably try to make you understand. Just keep listening.
- **Don't give advice:** They may be looking for someone to make their decisions for them and take the burden off their shoulders. What they need is to make up their own mind. You probably don't know enough about the situation to make an informed decision.
- **Summarize:** Summarize what they have already said. Repeat it back to them in your own words. This way you can see if you really do understand and they can see if what they have said is really what they mean.
- **Add Facts:** If you have any facts that you are sure of and they don't seem to have them make sure they have checked all their resources. Offer the facts only if they will help them make their choice.
- **Check Alternatives:** Are they locked on one solution and unwilling to carry it out? Help them consider other ways to handle the problem without saying any one way is better. Suggest there might be alternatives; encourage them to think of them.

There are five reactions, or responses you may utilize:

1. **Restate:** Repeat their words back to them to make sure you understand.
2. **Ask about their feelings:** Feelings are very important. Get them to express them.
3. **Show you are listening:** Pay attention, smile, and nod sympathetically or encouragingly. Keep your eyes on their face. They will want to know that you are listening.
4. **Ask a question:** Every now and then ask a question or two. Don't overdo it. Don't interrogate or cross-examine them: When have they talked enough? When they have reached a decision or you feel that they have reached a point where they cannot reach a decision and you can't help them. This is where you need to pass the problem on to someone more qualified.

It is extremely important that you realize that if a problem is far bigger than you know how to deal with or if the problem has legal implications inform the Camp Director. You are just a band-aid. The problem might need surgery.

Working with Unit Leaders

The Scouting program exists because of volunteer leaders like Scoutmasters, assistants, and committee members. Whether it is a local Troop or one traveling in from another council, the boys are there because their unit leader was willing to take the time to bring them to camp.

Unit Leaders vary considerably. Some are new to the job and unsure of exactly what their role is others are wily veteran Scouters whose knowledge can be a great asset. Nevertheless, there are always leaders who pose difficulties for camp staff members. In some cases, their complaints are justified in others they ask the near impossible. In either case as a staff member you must do your best to satisfy their needs as well as the needs of their Scouts.

Remember that your job is to assist our customers. Some key thoughts to keep in mind when dealing with Leaders.

- Don't wait for a leader to bring you a problem. Seek him out and ask if everything is alright. He or she will appreciate your interest.
- If you can help solve a problem do so, if not refer the leader to the person who can help.
- Avoid putting yourself or your supervisor in a corner. Say no only when something is impossible or violates camp regulations not because it is inconvenient.
- Avoid putting the leader in a corner. Enforce camp rules and policies but do so calmly and politely.
- Never do anything to embarrass a leader in front of his Scouts.
- If you say you will do something, write it down; don't forget and it follow through!

Courtesy and good manners regardless of the situation are essential and usually win out.

Patience and understanding are always your best bets. Don't argue with adults. Accept their criticism and use it to help you improve yourself. Unit Leaders often have a great deal of knowledge and experience to share. Use their resources if they are willing to better the program. Keeping them happy will help make for a better week all around.

Camp Staff Guide Acknowledgment



As a member of the Camp Sinoquipe Staff, I will provide an educating and structured program emphasizing fun. I will offer opportunities, competition, and support to each and every Scout entering our gates. I will abide by the Scout Oath and Law while supporting the aims and methods of our program. I will do this service with a smile. I will lead by example and follow through with the confidence that I instill in others.

I, the undersigned Camp Sinoquipe Staff Member, acknowledge that I have read the Staff Guide in its entirety. I also understand that as a staff member, I will be held accountable for the information in the guide. I specifically agree to the rules and regulations pertaining to staff members and I understand my job description as it is printed in this guide.

(Staff Member Signature)

(Date)

Under 18 Form

This form is for all staff members under the age of 18, and should be completed by the staff member and their parent or legal guardian. If no form is on file, the staff member may only leave camp with their parents. This applies to all Instances of leaving camp except those related to medical treatment.

Name: _____

Age as of June 1 _____ Birth date: _____

Parent(s) Name: _____

Phone Number: _____

My child may leave camp with:

_____ Anyone

_____ Any Staff Member

_____ Anyone over the age of 21

_____ Anyone over the age of 18

_____ Any Staff Member over the age of 21

_____ Any Staff Member over the age of 18.

_____ Only the following people:

I have shared this Information with my child, and he/she understands that not following this procedure may be considered a violation of camp policy. I have also reviewed the other camp staff policies contained. In the staff handbook with my child.

Signed (parent): _____ Date: _____

I understand with whom my parents gave me permission to leave camp property.

Signed (Staff Member): _____ Date: _____

Vehicle Registration Form

This form is for all staff members bringing vehicles to camp. This form is due upon arrival to camp.

Name: _____

____ Junior Staff (under 18)

____ Senior Staff (18+)

Vehicle Make and Model: _____

Year of Vehicle Manufacture: _____

License Plate Number: _____

Driver's License State and Number: _____

Insurance Carrier: _____

Staff Member's Signature: _____

If staff member is under the age of 18, please complete the following:

The parent/guardian of the staff member must approve the staff member having a vehicle in camp. Approval may be granted in one of the following ways:

____ The staff member may have a vehicle in camp, and may use it **only** as transportation for him or herself to and from camp at the end of the week.

____ The staff member may have a vehicle in camp, and may use it on non-duty nights and at the end of the week as transportation for him or herself.

____ The staff member may have a vehicle in camp, and may use it on non-duty nights and at the end of the week as transportation **and** may also provide transportation to others.

____ Other: _____

Signed: (parent/guardian) _____

Date: _____