



Cradle of Liberty Council

2009
Summer Camp
Staff Manual

Resica Falls Scout Reservation

Purpose of Cradle of Liberty Council, BSA

To prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

WHY SUMMER CAMP?

The Scout camp is scouting's outdoor educational center. Its purpose is to serve organizations by providing facilities and leadership for training units in the outdoor program activities, and the Scout method of operation.

The camp is the laboratory of Scouting, where the council camp leaders, the unit leaders (adult and junior leaders) and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified Scouters, and skillful, self-reliant youth members. Here a young person learns how to live in a democracy by working in the patrol and troop. It is because of them, that the camp is maintained and it is their welfare that we should keep in mind. Summer camp is the highlight of the entire Scouting year. The camp should also be a practical demonstration area for the best conservation practices.

The 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.

The Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.

The Scout Motto

Boy Scouts: Be prepared.

The Outdoor Code

Through good Scout Camping
I pledge to preserve the
Beauty and splendor of the wilderness
I commit myself to:
A litter-free environment.
An absence of graffiti.
Conservation and proper use of water.
Respect for the environment and its creatures.
Proper use of the environment.

THE PATROL METHOD IN CAMP

What is the Patrol Method? And why insist upon it? You may ask, "Aren't there many other ways of working with our youth?" There are, ranging from the school-room method of past generations, with a schoolmaster trying to force bits of knowledge into the brains of the pupils, to the method of dividing a group of youngsters into teams and keeping them happy banging a basketball about. However, none of these methods will give us the results that we can get through the Patrol Method-the method by which youth in groups with youth leaders training themselves in Scouting skills.

The Patrol Method is the one thing that makes Scouting different from other programs for young people. It is as much a part of Scouting as the Scout Oath and Law. In other words-The Patrol Method is not ONE method, but it is the right method of operating the scouting program. And, it is right for these reasons: it is the campers' own way of organizing; it is the best way of accomplishing the aims of Scouting; it is the best effective way of running a Unit; and the campers grow most through this process.

The Patrol relationships provide the camper with the best opportunity to learn team play and cooperation and to develop a deep sense of loyalty. Here is where a camper learns how to live in a democracy, as the Patrol is a small democratic group. The Patrol Method is the unique element in Scouting, basic to good "Scout Camping." There must be certain activities over which the patrol has complete responsibility. This is necessary in developing leadership and gaining a true understanding of the Scout Program by helping unit leaders understand it. This is one of the most significant services a staff member can render.

WHAT THE CAMP EXPECTS OF YOU

The entire camp staff is a team. Each staff member, no matter what their job or where they work, has a very important role to play in the total success of the camp. Everything we do reflects on every other staff member and makes camp the great place that it is.

In agreeing to work at a Cradle of Liberty Summer Camp you are affirming your commitment to conduct yourself professionally at all times, both at and away from camp, so that you are a credit to yourself, the Boy Scouts of America, the Council, and its camps.

The camp staff is a community of people who represent all that the Boy Scouts of America stands for. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to these standards is an important part of your performance while at camp.

You Must:

- Be a registered member of the Boy Scouts of America;
- Subscribe to the Scout Oath, the Scout Law, and Declaration of Religious Principle;
- Fully cooperate with the policies, program, and management of the camp;
- Participate successfully in the designated staff training and fulfill the job requirements specified by Camp Management through your supervisor;
- Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment;
- Show evidence of successfully completing a physical evaluation during the past 12 months using the BSA Annual Health and Medical Record.

Male and female staff need to be aware that their actions are closely scrutinized by camp participants while on and off duty, on property, and in town. Any impropriety or the appearance of impropriety reflects negatively on the Council and can affect your employment status.

SCOUTING SPIRIT

Staff members are employed to serve campers, leaders, and participants. We need to make sure that the “Cradle of Liberty Experience” exceeds their high expectations. Being a camp staff member means being ready to assist willingly, whenever and wherever needed. Each staff member should constantly strive for excellence. The best staff members learn by doing and by seeking to improve themselves as the summer progresses. Each participant expects the same top-notch experience and it is up to the camp staff to see that they get it.

The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in the summer camp environment. Exemplifying those ideals in your dealings with participants and staff members is one of the best things you can do this season. Your Scouting spirit will rub off on others - so keep it at its best - it will make the difference!

SHARP APPEARANCE

Personal appearance is essential as camp staff is the showcase of the Boy Scouts of America (BSA) and each staff member reflects not only on themselves, but on all of the staff and the BSA. Pride in your appearance, uniforming, and personal grooming makes you and those around you feel that you are part of a first-rate team.

If staff appearance is less than first-rate, it implies that staff attitude and performance are less than first-rate. Dirty looking hair, visible tattoos, body piercing, etc. may not seem distracting to some people, but we need to err on the side of being as approachable and as impressive as possible to every participant.

Each staff member shares responsibility for how the entire staff is perceived. Each staff supervisor is responsible for enforcing appearance standards within the department where assigned.

STANDARDS FOR PERSONAL APPEARANCE

- **Correct uniform** that is clean and properly fitted.
- **Personal cleanliness and hygiene** are required. Staff must shower frequently and keep themselves reasonably clean.
- **Beards**, if worn, must be well-kept and show evidence of grooming. Camp is not the place to begin growing a beard or mustache.
- **Extreme hairstyles** are not appropriate. Hair must be neatly combed and clean at all times. (Examples of inappropriate styles include, but are not limited to: rattails, extreme variation in hair length, styles that impair vision or job performance, shaved patterns, unnatural colors, or any hairstyle that detracts from our image).
- **Exotic jewelry**, large earrings, visible body piercing, visible tattoos, etc., that may create a distraction, interfere with job performance or safety are not permitted. All tattoos must remain covered. Acceptable earring size is anything smaller than a dime.

These standards apply to every area of camp. If you have any questions about these policies, please contact the camp leadership.

STAFF UNIFORMING POLICY

The Boy Scouts of America is a uniformed movement and properly wearing the uniform at camp is a job-related responsibility. Staff members are reminded that the proper uniform is required when they leave their housing area, except when leaving camp property. Staff members are required to be in uniform whenever eating meals. Staff members are given a discount on uniforms purchased from the Scout Shop.

Exceptions to this policy, due to hazardous or temporary job conditions, are at the Camp Director's discretion.

DRESS CODE

Accepted uniforms are listed below with their intended use following each description:

- **Official Boy Scout Field Uniform:** Tan official BSA uniform shirt; official BSA green shorts; Scout belt; Scout socks; and Scout jacket or sweat-shirt (optional). Shirt must have green epaulettes. This will be worn for evening meals, retreats, and any other time appropriate or requested. **Every staff member must have at least two field uniforms for the summer.**
- **Official Boy Scout Activity Uniform:** Official BSA green shorts; Scout belt; Scout socks; staff t-shirt (provided); and camp sweatshirt or jacket (optional). Worn on duty when a Field uniform is not required.
- *Uniform parts from the immediate previous official uniform are acceptable. Should you need to purchase uniform parts, buy the new uniform. A note on Scout socks: Previous Scout socks with red tops will still be acceptable, however all staff will need to wear the new Scout sock for evening retreats. Purchase the new Scout sock style #653, which is a crew length sock.*
- **Nametags:** Employees must wear their nametags during working hours. **It is considered part of the uniform at all times.**
- **Shoes:** Appropriate shoes must be worn at all times. No open toed shoes should be worn in camp. Shoes should be brown or black.
- **Hats:** Staff hats will be provided and should be worn at all times.

LIVING QUARTERS

Dormitory or platform tent style housing is provided. Use of staff housing does not constitute a lease or rental agreement. To protect its property, Camp Management may conduct routine, scheduled housing inspections. In some cases you will be sharing housing with at least one staff member, so please limit your personal gear. Housing assignments are made by the Camp Management.

- **Bedding** is not provided. Staff must provide their own linen, blankets, pillows, and towels. Your safest bet is to bring a set of twin sized sheets and a blanket. In some positions a sleeping bag is required. Most staff will have single beds (some of which are bunk-beds). Camp furnishings cannot be moved into or out of your quarters without permission.
- **Staff Housing** is in close proximity to other staff members and participants, thus sanitation and safety in your quarters affects those who live around you. You are also responsible for eliminating safety hazards such as open flames (candles), overloaded electrical outlets, and smellables (food, trash) that may attract rodents & wildlife. You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written on the walls of any Camp structure is not acceptable.

PREPARING FOR CAMP

Your First Day at Camp please plan to arrive:

Key Staff - Thursday, June 11th, by 9 pm

All other Staff - Saturday, June 13th, by 11 am

No provisions (housing or meals) are made for you before your scheduled arrival day. Early arrivals must have camp management approval. The camp does not provide any transportation to camp or expense reimbursement.

Staff Check-In: Staff will check in with their Camp Director upon arrival before moving into camp. The Camp Director will be verifying certain critical information.

Double check your Staff Paperwork to make sure you have completed all required forms before you come to camp.

If you are a Junior Staff Member (under 18) a parent needs to be with you when you report to camp on June 13th.

Two staff T-shirt will be provided. Extra shirts will be available to purchase. Keys and other training week information will also be issued at this time.

REQUIRED DOCUMENTS

Staff Can Not Get Paid Without the Following Documents

- **Health and Medical Record**

You are required to submit a completed Class 3 Health and Medical Record that is signed by a physician within the last 12 months.

- **I-9 Documentation - Statement of Eligibility**

The I-9 must be completed and submitted with your contract. This form requires various documents (such as driver's license and social security card or passport).

- **Employee's withholding certificate**

A W-4 form must be filled out by all staff members to ensure proper payroll procedures.

- **PA Child Abuse History Clearance Form**

- **PA State Police Request for Criminal Record Check Form**

These forms must be submitted to the proper agencies well in advance of the camping season. The results will be returned to the council.

- **Contract & Staff Application**

Completed staff application and contract must be returned to the council.

- **Working Papers**

All under 18 staff members must submit working papers with their contract. These can be obtained by going to your school office and requesting them. A form has been sent out to all staff members with their contract.

- **BSA Registration**

All staff must be registered members of the BSA. If you are not currently registered with a Troop or Crew you must complete a BSA registration form along with \$10 annual dues (valid for 1 yr).

PERSONAL PROPERTY SECURITY

The Camp is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you provide loss coverage for your personal effects. This may be included on your parents homeowners' policy.

Many staff choose to bring a foot locker and padlock for extra storage and security.

WHAT TO PACK FOR CAMP

Required Items:

At least two complete Field uniforms (past staff recommend 2-3 uniform shirts, 4-5 uniform shorts, 2 Scout belts, 2 Scout Sweatshirts/Jackets, 6-7 Staff T-shirts and 5-6 pairs of socks). Uniforms are not sold at camp. Uniforms can be purchased at a significant discount from the Scout Shop. Once we receive your contract we will send you a letter stating your discount.

Additional Items Needed:

- Blankets, sheets, and pillows or a sleeping bag
- Raingear
- Flashlight with batteries
- Laundry bag
- Laundry Soap
- Duffel bag or backpack
- Sweater and jacket
- Underwear, socks, pajamas
- Toilet and sewing kits
- Towels and handkerchiefs
- T-shirt and shorts
- Long pants
- Watch
- Sunglasses
- Swim suits (1 piece for females, trunks for males)
- Non-electric alarm clock with plenty of batteries
- Sturdy shoes that can handle the demands of camp
- Sun screen, bug spray

Optional Items:

- Camera, film
- Musical instrument
- Hat or cap
- Bible, testament or prayer book
- Notebook, pen, pencils
- Songbook
- Costuming for campfire skits
- Fishing gear

Please Note: Plan to wear old clothes during staff week. You will also need to have a pair of work gloves. There is always a lot of work to be done.

Items To Leave At Home

Paintball guns
Boats, Personal Water Craft
Pets
ATV's
Firearms of any kind
Fireworks
Illegal drugs
Alcohol

HOW TO TEACH A SKILL

The two conditions of teaching are:

- (1) That none can teach more than he knows.
- (2) That none can teach faster than the scholar can learn.
(Ralph Waldo Emerson)

There are five basic steps in teaching a Scouting skill:

- 1. PREPARATION** - The first step in teaching a skill is to obtain the necessary equipment and supplies in sufficient quantity so the skill can be demonstrated, taught and practiced. For demonstration and teaching purposes, simulated or makeshift equipment is never adequate.
- 2. EXPLANATION** - The explanation serves two purposes: (1) to introduce the subject by giving some background about its usefulness and application; (2) to describe the subject in detail, technical enough to be complete but not confusing. The explanation should create a desire to become proficient in the skill. Unusual facts or illustrations arouse interest and create an appreciation of the value of learning the skill.
- 3. DEMONSTRATION** - This is the showing process. It is the first step in actual teaching. The demonstration should be done so well and simply that the student will have confidence in his own ability to achieve success. Demonstration of a skill is not the opportunity for the trainer to show his proficiency, but should be used primarily to show the steps in acquiring the skill.
- 4. PRACTICE** - Hearing and seeing aren't enough. The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of a trainer. The coach and pupil method works well at this point. Nothing can beat the "learning by doing" method.
- 5. TEACHING** - People often learn best those things they teach to others. Whenever possible, each student should have the opportunity to demonstrate and practice teaching others. Occasionally a summary of review and examination are desirable- The extent to which they are used depends on the type of skill and how well the student has learned.

HOW TO MAKE THESE METHODS WORK

When instructing, the leader must know what he is doing before, during, and after the period. Proper planning prevents a poor performance. This is the secret code to remember at all times. These simple steps will make for a successful experience:

RESEARCH - PREPARATION - EXECUTION - EVALUATION

RESEARCH: You have chosen the subject. Your first step is to learn as much about the subject as possible. Consult your Scout literature. Talk with others about the subject. Read up from other material about the subject. **THINK!** Put the ideas down on paper. Try the skills required yourself until you have mastered them. Know the badge requirements.

PREPARATION: Take the material you have gathered and begin to organize early into an interesting presentation activity. Check what you are going to do first-plan what you will say. Find out the ability of the group you are to work with. Plan to have the activity start as soon as the first person arrives. Have questions ready to get the group thinking along with you. Gather all props and materials before the “gang” arrives. Plan the amount of time for group practice of the skills. Have games ready that put the skill to work and create interest- Have the closing of the session prepared so the group will leave wanting to come back because it was fun and a profit to all.

EXECUTION: If you have prepared well in advance, half the work is done. You now put your plan to work. Run through your prepared plans, **BUT** be prepared for emergencies. Watch for interest build-up, or lag in the group. Help those who don’t catch on. Don’t make anyone look stupid - it can backfire. Ask questions. Be sure to answer questions and don’t bluff. Keep alert and alive and keep the show moving. Use any “experts” in the group, but don’t lose control of the group-you don’t have to be up front to be in control.

EVALUATION: Sit down as soon as possible after the group has gone, and think back over what happened. What went wrong? What went over well? What didn’t go? Where was your plan slow or faulty? Was the group attentive and interested? Note your observations down and plan to do something about them before your next session. Get help from others with your thinking. Remember, everyone wants to do a good job-we are all on the same staff, here for the same purpose-to serve the Scouts of the Council and to see that they have a real training experience. **PLUS!**

TIME BALANCE IN TEACHING A SKILL

No one can learn a skill except by doing; therefore most of the time must be spent in practice. The proper time balance is:

Explanation	(hearing)	10% of the time
Demonstration	(seeing)	25% of the time
Practice	(doing)	65% of the time

Tips on Coaching a Skill

1. Be able to perform the skill well yourself.
2. Review your own experience in learning it, and work out a series of steps for teaching it.
3. Keep the instruction personal by working with an individual or small group, and letting them teach others.
4. Size up your audience, both as to abilities and personality traits that affect their learning the skill.
5. If the learner is not familiar with the skill, go slowly. Insist on accuracy first, and then speed (if speed is a factor).
6. Don't interfere with the learners trying to do it on their own. Don't interrupt their efforts unless they bog down or go off on the wrong track.
7. Let them make mistakes, if this will help them learn, but do point out mistakes tactfully.
8. Never make corrections sarcastically or for the benefit of any onlookers. Praise in public, criticize in private.
9. Encourage the learners by making remarks on their progress; pointing out the completion of each step and remarking on the steps they have done well.
10. Urge them to practice and teach someone else.

“When it comes to the future there are three kinds of people: those who make it happen, those who let it happen, and those who wonder what happened!”

PROCEDURE FOR THE HANDLING OF AN EMERGENCY, ACCIDENTAL DEATH, SERIOUS INJURY OR SERIOUS ACCIDENT

1. REMAIN CALM!
2. Immediate action by staff:
 - a. Provide for proper care of injured individual by immediately contacting the Health Officer to supervise care, treatment and/or transportation of injured party to a medical facility.
 - b. Notify the Camp Director
 - c. DO NOT MAKE ANY COMMENT TO ANY PERSON REPRESENTING THE MEDIA.

Do not make yourself available to the media after the incident - refer them to the council spokesman. Once the Scout Executive has been advised of the incident, he will select the council spokesman, usually himself, who will speak directly with all media. However, if he is unavailable, he will select the spokesman for the council; that person will serve as the spokesman as long as there is media interest in the story.

GENERAL POLICIES

Good Physical Condition is a must for the strenuous life of a camp staff member. Proper diet, health care, and getting enough rest will help you avoid becoming fatigued. In consideration of those living around you, you are asked to go quietly about your activities between 11:00PM and 7:00AM. You are responsible for keeping yourself physically fit and alert at all times.

Pets can not be brought to camp or acquired during the season. Staff members & campers may not have pets in camp. This is a National and State Camp Standard. **NO EXCEPTIONS.**

Use of Camp Equipment is permitted for qualified staff when properly checked out. The borrower has the responsibility for any operation costs or damages. NO equipment or supplies may be taken off camp property. Use of the business offices, including computers is not permitted.

Time Off is provided for each staff member. It is one day and one evening a week. Time off will be arranged with your supervisor, so it does not conflict with camp operations. Time off can not be used to leave early. Before leaving on time off you must check out and sign the log with your itinerary in case of an emergency.

Open Door Policy: Our camps have an open door policy. If you are not satisfied with the handling of a concern taken to your supervisor, you are free to take your concern to the next higher supervisor (Camp Director or Program Director).

Visitors: Any visitors must be approved by your camp director prior to their arrival. **CAMP LEADERSHIP RESERVES THE RIGHT TO ASK YOUR GUEST TO LEAVE AT ANY TIME. YOU ARE RESPONSIBLE FOR YOUR GUEST'S BEHAVIOR WHILE THEY ARE IN CAMP.**

Visitors will be required to pay for all meals consumed at camp. All guests must check in at the Camp Office and obtain a visitor's wristband.

Pay Days: Your last paycheck will be paid on the last day of the season. If you leave camp early, your check will be mailed to you and will not be available for travel money. A service fee of \$25.00 will be charged to replace lost paychecks.

Petty Cash and Purchase Authorization must be approved ahead of time by the Camp Director. Petty cash is checked out from the Office and receipts, along with remaining petty cash, must be returned to the Office. Unauthorized use of camp money can result in job termination.

Training and Guidance is provided for all staff members at the Cradle of Liberty Camps each summer. Staff must complete Staff Training Week which provides orientation and instruction for every job. Expert training is provided for all programs and jobs.

Performance Evaluations are conducted three times during the summer. Additional evaluation may occur throughout the season. During staff training you will receive a copy of performance evaluation criteria.

Vehicles and Parking: Staff parking will be assigned upon arrival. Vehicles parked in unauthorized spaces are subject to fines. Lock all doors and windows when your vehicle is not attended. The camp cannot be responsible for valuables left in personal vehicles

All staff members MUST observe the posted speed limits outside of camp, and 10 mph within camp gates.

Good driving habits are essential whether in a camp vehicle or your personal car. To operate a motor vehicle you must have a current driver's license. To protect yourself, you should have liability insurance and not lend your vehicle to anyone for any reason. You are legally liable for any damage or injury caused by you or your vehicle. Personal vehicles are not to be used for camp purposes. Only approved drivers, over the age of 18, are permitted to operate camp vehicles and only for official camp business. The camp reserves the right to limit all vehicle use on the property. Absolutely no riders are allowed in the back of pickup trucks.

Keys may be assigned to specific staff to allow you to enter your assigned work area. Should you misplace or lose your keys, you will be liable for additional keys or lock changes, as well as loss of equipment from that area. Report loss of keys immediately.

Early Leave Requests must be submitted if you must leave earlier than specified in your contract along with written documentation from your school or employer. Legitimate reasons for an early departure include: education, dormitory responsibility, or job. Please note that any changes to previously agreed upon missed time will result in a change in your salary to deduct for additional timed missed.

Employment Checkout Procedures: At the completion of your employment you must turn in all keys & radios, return all checked out items, pay all outstanding obligations, complete any required paperwork and do a personal quarters checkout before receiving your final paycheck. All personal belongings: gear, car, furniture, etc., must be removed from the camp property upon your departure.

Good Public Relations: Your "PR" with your fellow staff members and with participants is important. Teamwork is the key to success at camp. When all staff talents and efforts are blended together a successful summer is assured. Good "PR" is important with our guests: the Scouts, Scouters, and families who make camp possible. We should always keep in mind that they make our jobs possible, and the camp is their camp.

Always make the guests feel welcome. For example: a smile, a firm handshake, and a "Welcome to Camp" show a guest that they are welcome. Where it is necessary to designate a staff facility, the sign should read "Staff" rather than "Staff Only".

As a staff member you will also have opportunities to strengthen the camp's friendship with local communities. When you are friendly and considerate to the camp's neighbors, you generate the same spirit in them. Be aware that in a small

community in Pennsylvania, it is obvious who is not a year-round resident and camp staff members are easily identified. When you are in town your behavior reflects on the BSA and the camp.

Trespassing on property surrounding our camps hurt our relationships. Violators are subject to prosecution by property owners.

Telephone Calls must be made from the pay phones in camp. The office phone will accept personal **emergency** calls only. The staff is not allowed to use the office phones or fax machine.

CAMP ADDRESS AND PHONE NUMBER

Telephone Numbers:

The number below is the camp number. *Explain to friends and relatives that you work away from phones, or may be away from camp, and can not be reached immediately.*

The camp office phone is for business and emergency calls ONLY.

RESICA FALLS (570) 223-8312

Mail should be addressed as:

For RESICA FALLS SCOUT RESERVATION:

(Your Name)
Camp Staff
Resica Falls Scout Reservation
1200 Resica Falls Rd
East Stroudsburg, PA 18302

NOTE: PLEASE DO NOT HAVE MAGAZINE SUBSCRIPTIONS, ETC., TEMPORARILY TRANSFERRED TO THE CAMP ADDRESS.

LEAVING CAMP

Check In/Out Policies: Check-in/check-out policies will be reviewed by your camp director during staff week. Leaving camp during any time that is not your day off will be subject to the camp director's approval.

Staff under the age of 18:

May leave camp on their night off and as approved by the camp director. All departures will adhere to parent guidelines on the Minor Nights Out policy. Staff must be back on the property by 12:00 pm. Sign out at the camp office. Sign in upon returning to camp

Staff ages 18-20

Departures from camp must be approved by the Camp Director. Staff must be back on the property by 12:00 pm. Sign out at the camp office. Sign in upon returning to camp

Staff 21 and older

Sign out at the camp office. Sign in upon returning to camp

TERMINATION OF EMPLOYMENT

Trust is important to the members of the Camp Management Team. We are serious about these matters because we care about you and the participants we serve. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If found not guilty, the employee will be reinstated, retroactively.

Violations of the trust placed in you, related to the following items, may result in the termination of your employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual's personnel file.

- Insufficient job performance
- Violation of Camp's alcohol, tobacco, or drug policies
- Theft of camp, or another person's property
- Unauthorized or personal use of camp vehicles
- Engaging in horseplay when using camp two-way radios
- Violation of the law, including traffic violations
- Tardiness or absence from work
- Gross misconduct
- Fighting
- Insubordination
- Failure to wear proper uniform or maintain acceptable appearance
- Willful damage to Boy Scouts of America property, including graffiti
- Soliciting funds, sale of property or use of camp facilities for personal gain
- Personal use of camp business telephones
- Use of personal firearms OR EVEN POSSESSION
- Use of fireworks or explosives
- Carelessness or deliberate failure to observe safety measures
- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses, or search and rescue equipment
- Harassment of any sort. Inappropriate conduct or language, profanity, verbal and/or physical confrontation of guests or staff
- Abuse of a child or anyone else including another staff member
- Cohabitation by unmarried couples

Employment may be terminated by resignation, discharge for cause, reduction in work force, or upon completion of original employment agreement.

Use of Tobacco Products:

Smoking, and the use of smokeless tobacco, is prohibited in all camp buildings, tents, and vehicles. While in uniform and/or on duty, the use of tobacco products, is not permitted. Those staff members who must smoke or chew are to do so out of sight of campers, or staff under 18. Use of tobacco products by staff under the age of 18 is strictly prohibited.

Alcohol and Drug Abuse:

Camp is committed to providing a safe and wholesome environment for participants and employees. Camp has a “**zero tolerance**” policy for the use of illegal drugs or the abuse of prescribed drugs or alcohol.

Intoxicated behavior or a hangover that renders the staff member ineffective at work, contact with ANY illegal drugs, using alcoholic beverages or illegal drugs at camp or in uniform anywhere, drinking and driving, assisting underage staff to obtain alcoholic beverages, or minors seeking or obtaining alcoholic bev-

erages are violations of the law, BSA and Cradle of Liberty policy.

All of the above listed policies include days off. Any illegal use of drugs or alcohol while under contract is a violation of this policy. Violation of the “zero tolerance” policy may result in immediate termination and possible prosecution.

RESTRICTED BEHAVIOR

- **Drug Testing:** Camp reserves the right to conduct drug tests when participant or staff safety is a concern.
- **Language and Profanity:** Cursing or swearing in front of campers or fellow staff may result in termination. Employees are required to use correct and clean language at all times.
- **Pilferage** is the theft or misuse of ANY supplies and materials. Theft of even small items may be grounds for written reprimand or termination. Pilferage hurts us all by reducing camp supplies. Report all observed pilferage to your Camp Director.
- **Gratuities and Commercial Enterprise:** Staff members are prohibited from accepting gifts, gratuities, tips, money, or favors in return for service rendered as a member of the Camp Staff. Under no circumstances should staff members solicit any of the above considerations.
*The only exception to the above policy is when a unit leader offers a small token of appreciation to a staff member such as a troop t-shirt, hat or patch. Other gifts are prohibited.
- **Firearms and Weapons:** *Personal firearms, ammunition, and other weapons are not to be used on camp property under any circumstance.*
- **Sexism, Racism, Religious Slurs, Put Downs:** Every staff member has the right to his or her dignity and to be respected by other people. Each of us wants to be treated with respect as we do our job, as well as during time off. Each of us needs to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people.
- **Solicitation for profit:** Staff members shall not enter into any commercial agreement in which the camp participants or other staff are represented without the express consent of the Camp Management. Example violations of the policy are sales, soliciting sales, orders of inquiry, or representing commercial organizations. Patch trading is a fellowship program primarily for campers. The sale of patches by individuals is prohibited.
- **Conflict of Interest:** Employees are prohibited from selling/representing a product/service on camp property. Only items approved by the Cradle of Liberty administration are sold in the Trading Post.
- **Sexual Harassment:** This is particularly offensive. Actions that constitute sexual harassment include profane, degrading or suggestive language, touching a person when that person does not wish to be touched, making unusual requests, propositions, or advances, and using pornography, or gestures that disturb others. Sexual harassment is any form of inappropriate, abusive, threatening, or mean words or actions of a sexual nature which are unwanted, unwelcome, and/or personally offensive to the recipient and/or other people present.
- **Harassment:** The Boy Scouts of America and the Cradle of Liberty prohibit chastisement for religious or other beliefs, language or behavior that

belittles or puts down anyone, unwelcome advances, racial slurs, or other actions or comments that are derogatory toward any person. Each supervisor has the responsibility to maintain a work atmosphere free of harassment.

- Repeated or serious offenses should be reported directly to the Camp Director. Each complaint will be investigated promptly and in an impartial and confidential manner. Repeated or serious offenses will result in disciplinary action or termination of employment. No staff member who reports a complaint in an appropriate manner will be subjected to reprisal or retaliation in any form.

CAMP IS A SAFE HAVEN:

At camp we wish to create and reinforce a culture and environment where all Scouts, Leaders and Staff shall be free from any:

- Put Downs
- Name Calling
- Teasing
- Bullying
- Physical Aggression or Violence

At camp we wish to surround each individual with support and positive reinforcement.

A LOOK AT SUCCESS & FAILURE

The success of the camp is dependent on the quality and services provided by each and every staff member. Although success is measured in several different ways, the following ideals can serve as a guide to successful camp staffing:

A successful staff member knows what is expected of him/her and strives to meet and/or exceed these expectations. A successful staff member is willing to “go the extra mile” to make a difference in the camp experience of Scouts, leaders and other staff.

A successful staff member is intelligent enough to think through problems and issues that arise, yet wise enough to know when to ask for help or direction.

A successful staff member is a friend to all, and available to assist anyone in need whether called upon or not.

A successful staff member makes mistakes. Everyone will make mistakes, and a successful staff member will learn from these, remembering the lesson and forgetting the error. A successful staff member does not hide mistakes.

Let's Have a Great Summer!!

CUSTOMER SERVICE

We have many customers at camp. Our customers include Scouts, Leaders, visitors, and family members. We have other customers as well. They are our camp staff, our Council staff, and other representatives of the Boy Scout program and the community at large. It is easiest to treat our customers the way that they should be treated by changing the word “customer” to the word “guest.” Every person who enters our camp is one of our cherished guests, and we need to do everything in our power to make them feel safe, to make them feel comfortable, and to make them feel welcome and a part of the fun. Today’s Tenderfoot may very well be tomorrow’s million dollar donor.

The Disney theme parks worldwide have created their own Guidelines for Guest Service. They are:

Make Eye Contact and Smile

Trustworthy people always use direct eye contact. A smile is an easy way of saying that I am happy that you’re here.

Greet and Welcome Each and Every Guest

If each of our staff members goes out of their way to say hello to each of our guests and welcomes them to our camp and our program area, there is the potential that each guest could be welcomed over sixty times during their day. Imagine the impact that would have on you if you were visiting our camp.

Seek Out Guest Contact

Don’t wait for Scouts, Leaders or their families to strike up a conversation with you. As a staff member, you should go out of your way to initiate conversation, and to find out how you can best serve each and every guest in your area.

Provide Immediate Service Recovery

If a problem occurs, if you make a mistake, if a guest gets injured, it is best to rectify the situation NOW. Do not just write it down in a book and tell your supervisor later in the day, take care of the problem with the resources at your disposal.

Display Appropriate Body Language at All Times

Displaying signs of laziness can ruin our guests’ perception of who we are. By leaning against a tree or post, putting our heads down on a table, or just slumping in our seat, we are not putting forth a positive image. Perception is reality.

Preserve the “Magical” Guest Experience

Our guests expect our staff members to be model Scouts. Using foul language, or performing ill-advised behaviors is not setting forth the positive image that we want to provide.

Thank Each and Every Guest

Each staff member should thank each guest with whom we have contact. Thank them for visiting your program area. Thank them for attending a Cradle of Liberty Camp this summer. Thank them for being in the Scouting program. Without our guests, we do not have a camp, and thus, we do not have jobs for the summer.

STAFF ACKNOWLEDGEMENT

BRING THIS STAFF POLICY MANUAL WITH YOU TO CAMP.

You are expected to have read this manual prior to your arrival at camp. We will **review** these policies as a staff during training week.

Upon completion of the policy section during staff training all staff will be expected to sign this page.

I have read this Staff Policy Manual and understand the policies and procedures contained within.

Name (print) _____

Signature _____

Date _____

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