

# Moraine Trails Council Camps Staff Guide 2018



Moraine Trails Council, BSA  
830 Morton Avenue Extension  
Butler, PA 16001  
1-800-808-1029

Hello,

Welcome to Moraine Trails Council Summer Camp Staff for 2018. I look forward to working with you to provide our campers the best summer camp experience possible. I hope you find working on summer camp staff rewarding and enjoyable. I hope you are ready to accept the challenge of providing the best camping experience for the youth and leaders we serve at our camps. While being on camp staff can be a lot of fun, it is also a lot of responsibility. As part of your position on our camp staff you have the opportunity to make a meaningful impact on the scouts attending our camps. I very much believe in an open door policy. Please come to me with any questions or concerns during camp. I also look forward to any input you may have that would make camp a better experience for our guest.

Looking forward to a great summer

Bob Seman

Camp Director

724-996-0819

[Robert.Seman@Scouting.org](mailto:Robert.Seman@Scouting.org)

## **IMPORTANT CAMP STAFF DATES AND INFORMATION**

Camp Director contact information:

*Bob Seman*

Email: [Robert.Seman@Scouting.Org](mailto:Robert.Seman@Scouting.Org)

Cell: 724-996-0819

Scout Shop/Service Center: 724-287-6791

Two staff t-shirts (Class-B/activity uniform) will be provided to each staff member for Camp Bucoco. One additional one will be added if you work at Camp Agawam.

### **IMPORTANT DATES**

#### All Camp Staff Training Meeting

Camp Agawam, Hoyt Training Center April 14th

#### Beaver Days (Service Days)

Camp Agawam: April, 28 @ Camp Agawam @ 8:00 am

Camp Bucoco: June, 2 @ Camp Bucoco @ 8:00 am

Wear work clothes.

#### Spring Cub Family Camp

Camp Agawam: May 19 @ Camp Agawam 8am-4 Pm (Lunch Provided) Wear Uniform or Camp Staff Shirt

#### Staff Week

Sunday, June 10 @ Camp Bucoco Check in 2PM at Dining Hall

Staff week ends Friday June 16<sup>th</sup>

**Have these forms completed within 15 Days of Receipt of Letter of Employment**

BSA Application

W-4

I-9 (with 2 forms of ID)

Staff Statement of Understanding

Direct Deposit Form

Staff Information Form

Completed Camp Staff Application (if not already submitted)

**By May 1<sup>st</sup>, you must have:**

All Pa Background Checks as required.

BSA Medical Forms (all 3)

Have uniform(s)

Reread the Staff Guide

## **Role of the Camp Staff Member**

Staff members have, among others, 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 provide for their needs and wants from the moment they arrive until the moment they leave. We must be patient, understanding, and above all interested in the campers. Smile and never watch the clock.
2. **Concern for Each Other:** As a member of the Camp Staff, you will be living and working with other people for seven weeks, some more. You will have the opportunity to meet new people and hopefully many of you will become friends. Nevertheless, there will come times when tension is high and tempers are short. We must all do our best to be patient with each other and accept one another's faults as only human. We must also do our best to be friendly, courteous, and kind to each other. Camp is your home for the summer. Don't act in such a way that your fellow staff members may wish you were living somewhere else.
3. **Concern for the Camp:** Over the years a great deal of money and manpower has been expended to help create the beautiful facilities you see here at camp. As staff, we have a responsibility to keep the facilities clean and in order. This includes your tent, the staff area, and the shower houses, as well as your own program area. Each day the camp should look as if we were expecting the National Visitation Team (or your grandmother).
4. **Concern for Yourself:** Last but not 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 that all of us see to it that we get adequate sleep at night, in order to ensure that staff members who are too tired to do their jobs will not adversely affect the program. Further, 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 on 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 in program, business, and support areas. Regardless of where you work you are all 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 and functions of camp require supervision by mature, responsible individuals. At some points during 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 safety and 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 in whatever way you can; be it encouragement, suggestions, or on the spot helping with simple problems. 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 attempt to pass on to Scouts your knowledge of a particular skill, just as someone taught these skills to you in the past. 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. Above all, never think you know it all.

## **Quick Reference Page**

There are several terms and phrases we will use in this guide and during the summer.

Activity Uniform / Class-B - this is the normal working uniform (t-shirt).

Assistant Director – Staff position with more responsibility than an instructor and generally meeting an age requirement.

Authorized Money Handler (AMH) – A staff member who has been approved by the Camp Director to handle camp funds or Trading Post funds

Administration / Management – The Camp Director, Program Director, Commissioner, and Ranger. These four people are the key staff at Camp Bucoco and Agawam and report to the Scout Executive.

Central Staff – Staff members who have camp-wide responsibilities on a general basis. This includes the Management Staff and the Health Officer.

Council Executive Staff – The professional Staff of Moraine Trails Council

Director – a staff member who is responsible for the overall operation of a Program Area and all the responsibilities that entitle that position.

Field Uniform / Class-A – The official BSA dress uniform.

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

Junior Staff – any staff member under the age of 18

Program Area – area at camp specified in the instruction of merit badge type activities and/or rank requirement advancement

Senior Staff – any staff member age 18 or older

## **Staff Rights and Responsibilities**

As a member of the Camp Staff you will be expected to live by the Scout Oath and Law at all times.

Since not all camp rules are itemized each staff member should conduct themselves 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 their letter of employment indicates their acceptance of these understandings.

### **Scout Law**

As Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

### **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.

### **Boy Scout Motto**

Be Prepared

### **Boy Scout Slogan**

Do a Good Turn Daily

### **Cub Scout Motto**

Do Your Best

### **Tiger Cub Motto**

Search, Discover, Share

## 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 beer, cocaine, marijuana, or any hard liquor. Possession or use of these products is cause for immediate 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 for safety's sake. Possession could lead to dismissal. Pornographic materials of any kind are also unacceptable, as is the use of foul language, especially in the presence of campers. All of the above are reasons for immediate dismissal.

### **Gambling**

Gambling in any form is strictly prohibited on camp property.

### **Smoking (including Vapes, E-Cigs, etc)**

There will be absolutely no smoking around campers or leaders. Smoking is not allowed in any building or tent. It should be confined to designated smoking areas. Underage smoking, and providing cigarettes to minors is cause for dismissal from Camp.

### **Weapons**

There is absolutely no reason to bring weapons of any kind to camp. Small Scout knives are acceptable if used properly. Bows and guns may be brought to camp but must be cleared by the Management and kept at the Range. 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. The Camp Management will have no tolerance for such behavior. Staff members should be mindful of how their actions reflect on themselves and the camp. Even if a unit leader encourages hazing behavior, no member of the Camp Staff should participate in any way. Any such behavior will result in immediate dismissal.

### **Medical Requirements**

All employees must complete parts A, B, and C of the Annual Health and Medical Record. Part C requires a physician physical. The form can be found online:  
[www.scouting.org/scoutsource/healthandsafety/ahmr.aspx](http://www.scouting.org/scoutsource/healthandsafety/ahmr.aspx)

### **Performance Appraisals/Evaluations**

The Camp Staff experience is intended to help the individuals on staff grow in their abilities. As such, all supervisors use both formal and informal methods of coaching and leadership. One of the methods used will be an informal performance appraisal. These will be done at the discretion of the Camp Management. At the end of the summer there will be a more formal performance appraisal conducted by the Management before the Staff leaves.

### **Declaration of Religious Principle**

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing his or her obligation to God, and therefore, acknowledges the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward the religious training. It is policy that the organization or institution with which the member is connected shall give definite attention to his or her religious life. Only persons willing to agree with this Declaration of Religious Principle and the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

## **Staff Rights and Privileges**

### **Camp Facilities**

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

1. The staff member must be on their 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. This includes the Preston Center computer lab and the Range.
4. The staff member will follow all necessary safety procedures and will be expected to set an example for Scouts

These guidelines apply to Staff housing as well. Your living area is your responsibility. It must be kept in good condition throughout the summer. 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 Management at once.

### ***Use of Council Computers***

*Camp Staff are not to use Council Computers for personal reasons, gaming, social media, etc. If your particular camp position require the use of a computer, its use must be approved by the program director and signed in and out of the computer lab. Computers are extremely limited, so please plan your lessons accordingly.*

### **Days Off**

All staff members will be given time off between sessions of camp. During Boy Scout resident camp this will occur between the close of a session on Saturday and the opening of the next on Sunday. During Cub Scout resident camp this will generally occur between the close of a session and the opening of the next. *During Camp Bucoco, Camp Staff will be dismissed at 10:30 on Saturday, and required to report Sunday to the dining hall at 12:00 Noon. Leaving early or arriving late will result in the staff member being docked a full day's pay. It is very important that all staff members be available during the camp reset process Saturday and the Check in process on Sunday.*

### **Nights Off**

Every staff member is entitled to one night off per workweek. This is however a privilege so please keep that in mind. Nights off do not begin until after 5:30pm when the camp-wide activity is done. Staff members are allowed to leave camp on their Nights Off and this too is a privilege. All persons leaving and reentering camp must sign out and then in again (we will look). Everyone who leaves must be back by 7:00 reveille in the morning. Staff members are excused from retreat on their night off and their night off only. A few days are exempt from being Nights Off: Sunday (opening campfire), Friday (closing campfire), and Saturday (obviously). Wednesday Nights Off don't start until after dinner has been served because we need everyone available to help serve dinner and handle the influx of families. *Nights off will be assigned by Camp Management, if you require a particular night off, you must notify the Camp Director Prior to Staff Week with the reason.*

### **Missed Days**

*Each Staff member may miss no more than two days of camp (not during staff week or Cub Camp at Camp Agawam). These days must have a valid reason (doctor's appointment, school obligation, troop event) and camp management must be notified prior to staff week. If a staff member must miss more than two days their pay will be docked accordingly. Missed days due to sickness must be accompanied by a Doctor's Note. We do not have the staff to cover missed days of work and excessive missed days may result in loss of Camp Staff Position.*



## **Guests**

Staff members are allowed to have guests in camp. All camp policies apply to guests. However, there should be no disruption of your work at camp or camp operations. It would be prudent to make arrangements with the Camp Director prior to your guest's visit. All guests must sign in and out when coming to camp.

## **Motor Vehicles**

All vehicles in camp must be registered with the Administration. If you will be bringing a car to camp, please complete the enclosed form and bring it with you.

## **Leaving Camp**

Staff members under 18 (except owner of the vehicle) are not allowed into any vehicle without written permission by his or her parents. Staff members under the age of 18 may not carry passengers with the exception of siblings. Please refer to the Under 18 Form at the end of this manual.

### ***Leaving of Camp (other than night off)***

*Camp Staff are not permitted to leave camp on nights off prior to the end of the evening program, and must return to camp no later than 10:30 pm. Abuse of this privilege will result in the loss of this privilege. Camp Staff under the age of 18 are not permitted to leave camp anybody other than their parent or guardian. If you are leaving camp to run to the store, please be courteous to the under 18 camp staff in your area and see if they need anything while you are out.*

## **Staff Areas**

You will be assigned a living area for the summer. This is your home away from home. It is off limits to all campers. You are responsible for keeping it 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 shall be off limits to female staff members. Likewise, housing for female staff members is off limits to male staff members. There are no exceptions.

## **Telephone Use**

Any calls made on the camp line should be logged in the phone logbook.

Staff members *will not* have a cellphone visible/audible during the work day because the campers are not permitted to use their phones. If a call needs to be made, please do so during your free time.

## **Trading Post**

Staff members are free to make purchases from the Trading Post at regular prices when not performing their assigned duties. Only the Trading Post Manager or an authorized money handler may make sales. Only staff members designated as an AMH is permitted behind the counter at any time. The Trading Post does not deal in "staff accounts" or IOUs.

### ***End of Camp Dismissal***

*Prior to leaving camp, all program areas, staff lodging areas, and work areas will be inspected by the Camp Ranger or Camp Director. Camp Staff will not be permitted to leave until their area is inspected. Camp Staff must be off camp property within 3 hours of final dismissal, please make proper arrangements to meet this regulation.*

### **Remaining in Camp during days off**

*Camp staff are not permitted to remain in camp during days off (between camp sessions). If extenuating circumstances require a camp staff member to remain in camp prior permission must be given by the Camp Director.*

### **Staff Lounge**

*The use of the Staff Lounge is a privilege. The staff lounge is open to camp staff daily from 6:30 am till 11:00 at night. All camp staff are responsible for ensuring cleanliness of the staff lounge. Campers are not permitted to be staff areas. Please be respectful in the staff lounge and keep volume levels at reasonable level. The camp office is attached to the staff lounge and leaders can hear everything. Also remember that the windows are thin, and sound projects out into camp.*

### **Merit Badge Class Participation**

With permission, junior staff members who are registered Scouts may participate in merit badge classes if their schedules permit. It should be remembered, though, that camp staff members are not entitled to participate in merit badges as they (the staff members) are not our customers. Everyone's first responsibility is to serve the needs of the Scouts and Scouters who are camping at Camp. 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. Most staff members will be present for four weeks of regular scout camp. Over that period of time, there should be ample time to work on most merit badges. Also, any staff member participating in a merit badge class or working on a merit badge outside of class but at camp must have the camp director's approval. *It is the staff members responsibility to ensure they have the completed blue card before the end of camp, if merit badge is not completed it is the staff members responsibility to make arrangements with the merit badge councilor and program area director to arrange for completing the merit badge at a later date.*

### **Oak Leaf Honor Program**

All staff members are encouraged to work on one of the degrees of the Oak Leaf Program. The oak leaf is our camp symbol, and the program is special to Camp Bucoco. Participation in this program helps promote and display our camp pride. There are adapted requirements available to camp staff members that will be available in the camp office. The fire by friction requirement for the Oak Leaf Honor is, however, still in place. This requirement is time consuming, and any staff member working on this needs to be mindful of managing this and their staff duties.

### **Internet Access**

The Staff is given access to the camp's wireless internet service as well as any hardline connections. This should however be used with discretion and only on your free time. Staff members are not allowed to share the security password with anyone, period. Also, do keep in mind that there is a firewall that monitors what websites are visited. Anyone caught visiting any inappropriate websites will be promptly dismissed.

### **Consistent Payment**

Staff that are paid for their work at camp can count on their pay being delivered or deposited on a consistent basis. Beginning on the first week of program, Week 1, a staff member can expect to be paid on the 15<sup>th</sup> and 30<sup>th</sup> of the month so long as they have met all the criteria and responsibilities that their job entails. Payment is described in detail in a particular staff member's contract.

## **Staff Responsibilities**

### **Dining Hall**

All staff members will be needed to help in the dining hall from time to time. In particular, the entire Camp Staff is required to help with dining hall duties on Family Night.

Generally, any other work that needs to be done in the dining hall will be assigned to staff based on the Staff Patrol rotation. No staff member is allowed in the back of the house (kitchen and supply areas) without explicit permission from the cook 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.

### **Meals and Totems**

All staff members, regardless of position, are expected to be present and on time for every meal.

Exceptions are made only in the event of illness or if the staff members' 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. Generally, the entire camp staff will eat in the dining hall along with the campers. To facilitate this, please bring a table marker (totem) with you to camp. A totem is a small item that represents you that will mark your seating in the dining hall. For example, if you work in a nature area your totem could be a plastic frog. If one of your hobbies is fishing, you can use a small stuffed fish, etc. Keep in mind that totems should not be something of high monetary or sentimental value (they might get stolen or broken).

### **Promptness for Instruction, Activities, and Assignments**

All Program Staff will be expected to instruct merit badges, advancement, or other activities. The Support Staff have other 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.

### **Campfires**

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

### **Staff Patrols**

All Program Staff will be assigned to a patrol. The patrols will handle various tasks including dining hall program and camp service. Patrol assignments and the rotation will be set during staff week.

### **Meetings**

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

### **Personal Cleanliness**

A Scout is Clean! Each staff member will present themselves neatly and in accordance with standards set by the Camp Administration and basic Scout principles. Staff showers are available. Staff members over 18 cannot use the youth showers and vice versa. Refer to the Dress Code section for appearance standards. Good hygiene is essential to good health. You will hear veteran staff say "every day is shower day." Take that statement to heart and follow it as closely as possible.

## **Dress Code and Uniform**

The entire Camp Staff is expected to own and maintain proper BSA uniforms. A general rule of thumb will be that you must be in some kind of uniform at all times. There are two kinds of uniforms that we wear at camp; the first is the Field Uniform (Class-A), the second is the Activity Uniform (Class-B).

### Field Uniform

The official BSA short/long sleeve, khaki shirt tucked in with a minimum of the following insignias:

Right Sleeve: American Flag

Left Sleeve: CSP of appropriate council (either Moraine Trails or your home council), Unit numbers appropriate to your unit (new staff will be registered with Venture Crew 150)

Above left pocket: World Crest patch

Epaulets (shoulder): Red/Olive Drab loops (must match your numbers)/Venture Crew loops (Green)/Silver loops (must be taken off at the end of camp)

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

### Activity Uniform

Scouting t-shirt or polo (you will receive a staff t-shirt during Staff Week)

Any color plain t-shirt (no words, logos, or designs)

### Other Mandatory parts

**Any official BSA pants or shorts (worn at all times)**

**Official BSA socks (short, crew, or hiking)**

**Dark shoes or boots**

**Any BSA hat or plain colored hat (no words, logos, or designs)**

The kitchen crew, ranger crew, or staff going on outpost are exempted from the normal uniform. Clothing appropriate to the task at hand is required. NO CAMOUFLAGE of any kind while working at camp.

### Piercings

Staff members need to portray a neat, clean-cut image. Male staff members should not have any visible body piercings, unless approved by the Camp Director. Female staff members may have pierced ears, with earrings being conservative in nature.

Staff members will have the opportunity to place an order for uniform supplies at a special price. Please refer to the form at the end of this guide. The staff member is expected to make their own arrangements with the Scout Shop to pick up and pay for any uniform supplies. Moraine Trails Council does not do payroll deductions.

During Time Off: you may be out of uniform when not on duty provided you are in a designated staff area. Keep in mind, when you are out of camp you still represent the Boy Scouts.

## **Program Participation**

The Program is an important part of the week at summer camp. All staff members are expected to assist in whatever capacity necessary to ensure that the program runs smoothly. This includes, but is not limited to, merit badge instruction, camp-wide/evening activities, and campfires, as well as any other assigned duty.

## **Taps/Curfew**

Taps will be at 10:00pm every night. After that time, staff members are expected to conduct themselves quietly so campers are not disturbed. Curfew for staff will be 11:00pm.

## **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 at camp. Anyone not registered with the BSA should contact the Camp Director before their arrival at camp.

## **Emergency Procedures**

In the event of an emergency, all staff will be expected to cooperate in any way to ensure the safety and wellbeing of everyone on camp. The following are brief notes; more detailed directions will be available at camp and will be taught during Staff Week. Please keep in mind that in all emergency situations there should only be one spokesperson in the matter. This will either be the Camp Director or the Scout Executive.

Extreme Heat: In the case of extreme heat, all strenuous activity will be reduced. The schedule may be revised to provide additional swim time.

Fire: The emergency siren will sound. Close you program areas. Staff should report to the Administration Building and the populace of the camp should report to their campsites.

Lost Bather: The emergency siren will sound continuously. Program areas will close immediately. Staff report as they would for a fire and then may be sent to the waterfront. The Aquatics Director will take command of the water search.

Lost Camper (not at the waterfront): The emergency siren will sound continuously. Staff report as they would for a fire. The Camp Director will then issue further orders.

Wild Animals: All campers and staff should avoid contact with all wild and stray animals. Please report incidents to the Management immediately.

Severe Weather: In the case of lightening, the waterfront and pool will close immediately. Other instances will be dealt with as needed.

Major Accident or Death: All directions will come from the Camp Director in this matter. Only the Camp Director or Scout Executive should speak with the media to ensure proper facts are being communicated.

Hazardous Materials: In the event of an accident involving hazardous materials, clear the area of Scouts and Staff. Post someone to keep people away and notify the Camp Director and Camp Ranger immediately.

## **Guidelines for Youth Protection**

The problem of child abuse has become one of the most significant social problems facing our nation. **If you suspect that a child is a victim of child abuse, you must report this to the Camp Director who will then contact the proper authorities and Scout Executive.** 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 training provided during Staff Week, 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. **All Staff must take youth protection training annually.**

Child abuse is a serious criminal offense. As a camp leader 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:

Two-deep Leadership: never have one-on-one contact with a child

Respect the privacy of a child: Do not become intrusive in such areas as bodily functions more than necessary to monitor the health and safety of the child.

Displays of affection: the child has the right to **reject** displays of affection if they feel uncomfortable about them.

Not every child comes from a background in which affection is openly displayed. Respect the child's wishes. Protect your own privacy. There will be a natural curiosity about boyfriends or girlfriends, personal relationships, and with the possibility of some older campers, sexual activity. **Camp Staff relationships are not to be discussed with campers.**

Further, you must respect the privacy of the child and not discuss the issue with anyone except the Camp Director. He will discuss your suspicions with you and possibly talk to the child. Failure to report these suspicions may carry criminal penalties.

Some forms of abuse may not leave obvious evidence. There are, however, behavioral signs that may indicate abuse. You should be alert for these signs:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying
- Bedwetting, nightmares, fear of going to bed, or other sleep disturbances
- 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 physician or nurse should attend these problems)
- 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 or other outdoor activities is coming to a potential unfamiliar environment and 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 be of real help to youth placed in your care.

### **What to Do**

Follow these guidelines if a child indicates they 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.

Respect the child's privacy. Take the child to the office, away from other Scouts. It is important that you only discuss the situation with the Camp Director. It should not become a topic of conversation amongst the Staff. Secrets are hard to keep at camp but make an extra effort in these circumstances.

Make sure the child feels that they aren't to blame for the situation. Tell the child that no one should ask them to keep a special secret and that it is okay to talk about that happened with appropriate adults. Try to avoid repeated interviews about the incident. This can be very stressful on the child.

## **Counseling**

As a staff member you will be working closely with 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 interacting with Scouts and problems:

Listen to them: Really listen, don't do anything else. Let them see that you are listening and concerned.

Try to understand: Do you understand the problem? If not, keep listening. If you are confused, they will problem try to make you understand. Just keep listening.

Don't give advice: They may be looking for someone to make decisions for them and take the burden off their shoulders. What they need it to make up their own mind. You probably do not know enough about the situation to make an informed decision.

Summarize: Summarize what has already been said. Repeat it back to them in their own words. This way you can see if you really do understand and can see if what they 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 facts only if they will help them make a choice.

Check Alternatives: Are they locked on one solution and unwilling to carry it out? Help them consider other ways of 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 they understand
2. Ask about their feelings: feelings are 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 you are listening.
4. Ask a question: every now and then as a question or two. Don't overdo it. Don't interrogate or cross-examine them.
5. Encourage them to go on talking: 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, or you can't help them. This is where you need to pass the problem to someone more qualified.

It is extremely important that you realize this if a problem is far bigger than you know how to deal with, or if the problem has legal implications, let the Camp Director know.

## **Teaching and Instruction**

The advancement program is an integral part of the summer camp experience. Earning badges gives Scouts 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 not ready to take the badge, try and steer them towards a more appropriate choice)
2. The counselor is on their 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

### 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 from another council, the Scouts are there because their unit leader was willing to take time to bring them to camp.

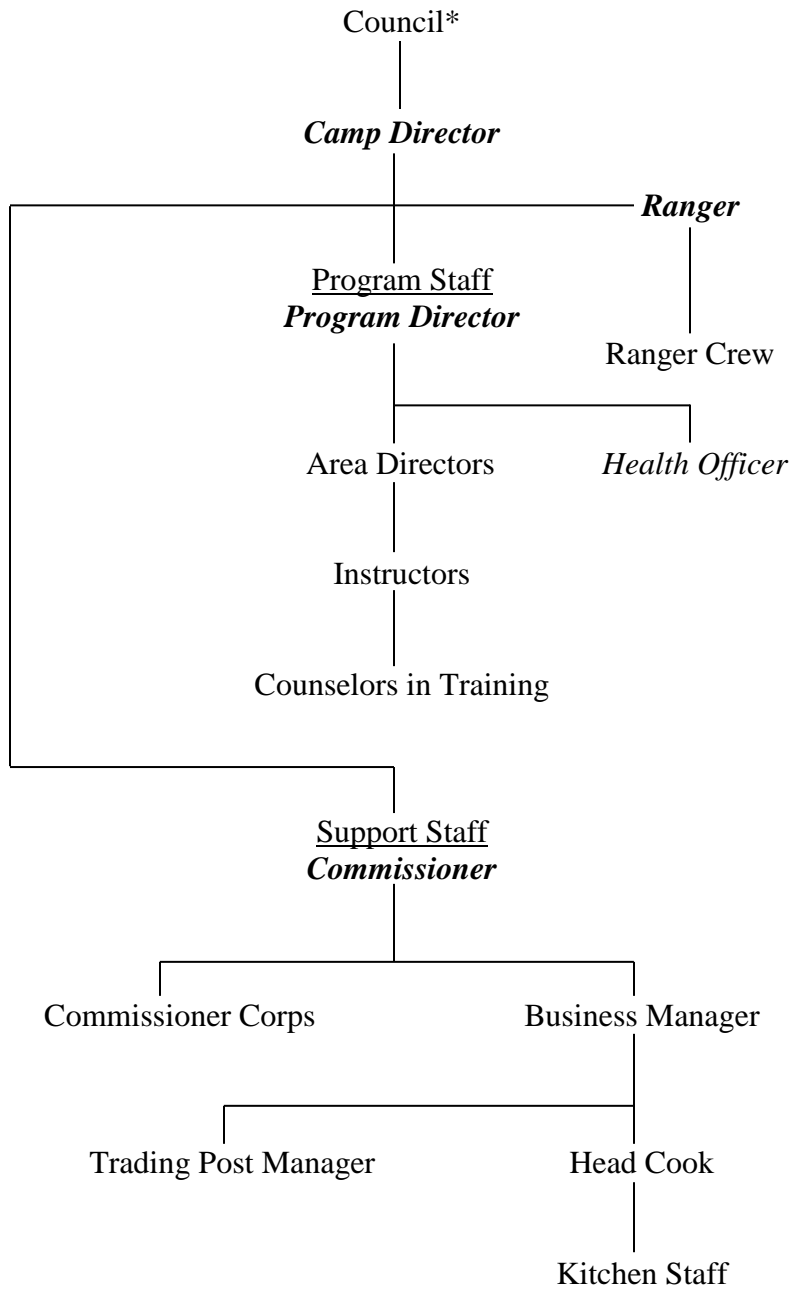
Unit leaders vary considerably. Some are new to the job and unsure of exactly what their role is. Others are wily veteran Scouters whose knowledge can be a great asset. Nevertheless, there are always those leaders who pose difficulties for camp staff members. In some cases their complaints are justified, 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. Don't wait for a leader to bring you a problem. Seek them out and ask if everything is alright. They 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 not only when something is impossible or violates camp regulations, not just 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. Courtesy and good manners, regardless of the situation, are essential and will usually win out.

If you say you will do something, **write it down**; don't forget to follow through! 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.



**Basic Staff Organization**



**Boldface** positions are Camp Management positions.

*Italicized* positions are Central Staff positions.

\*Council refers to the Council Executive Staff, specifically the Scout Executive

## **Camp Programs**

### **Camp Bucoco**

The Boy Scout program primarily revolves around Merit Badges. Most Instructors will teach merit badge classes or activities that resemble merit badges. The classes are designed to be spread over several days of teaching and allow instructors to focus on a few topics and the Scouts to get as much out of their classes as possible.

There are other parts of the program and even parts of the main program that aren't merit badges or even related to them. These parts aren't any less important though. They provide useful supplement to our main program and it is up to us as Staff that we figure out how to make everything work together.

Training: We have to remember that it isn't just the Scouts that come to camp, their Leaders do as well. So, we offer training courses to leaders so that they can get the most of their experience at camp, along with having a fun. Trainings include: Leave No Trace, Safe Swim Defense, Safety Afloat, Youth Protection Training, New Leader Essentials, and many others. Some of these the Management will cover. Others, such as some of the New Leader Essentials, will be taught by the Program Staff. Specifics will be discussed during Staff Week with the appropriate Staff.

Scoutmaster Merit Badge: This is something fun for the Leader's to do. It is similar to the Oak Leaf in its format but is generally meant as a fun extra activity. Some parts do require the Staff to sign off so be prepared.

Order of the Arrow: "Scouting's National Honor Society" plays an active role in the affairs of Camp Bucoco. Each week the chief of Kuskitannee Lodge calls out new candidates to the Order who have been selected by their peers as being worthy. As you will see, many of the Staff are members of the OA and have given countless hours of service to keep camp operational. For those who aren't in the OA, don't feel daunted, the Order is something we all look up to and respect. Just remember that everyone, OA or not, works hard to keep camp working.

Oak Leaf Program: This is our camper retention program. It is unique to our camp and a symbol of our pride and success. The Program involves four levels at Bucoco: Bronze, Silver, Gold, and Honor. Any staff member is allowed to earn an Oak Leaf so long as it does not interfere with their normal duties.

### Dining Hall Program

After each meal and before everyone is dismissed, everyone sings a song. This is two-fold: one, it gets everyone up and doing something instead of sitting, and two, it provides something for the campers to bring home with them from camp (usually to the dismay of their parents). A song can be powerful.

### Aquatics

The Aquatics area involves the Pool and the Waterfront. The Pool is always one of the most popular Program Areas. The Staff working in this area are expected to be the most enthusiastic while being the safest.

### Health Office

Offers merit badges related to health and safety.

### Preston Center

There are two parts to this area, STEM and Ecology/Nature. Each area offers activities related to their field and instructors can specialize accordingly. The Preston Center is a building all unto itself and offers the greatest number of merit badges.

### Outdoor Skills

This is the outdoors area where Scouts learn about fire, knots, and wilderness survival among other subjects. The Staff working this area are generally the most skilled when it comes to Scouting knowledge.

### First Class Adventure

The First Class Adventure program is Bucoco's first year camper program. Its intention is to teach Scouts the skills needed for Tenderfoot, Second Class, and First Class ranks and to introduce them to the summer camp experience.

This is arguably our most important program on an individual basis. This program is what the new Scouts do first. Many times it is their first experience away from home for so long and without their parents. A good experience here not only gives them knowledge and skills to advance in their ranks, it gives them a reason to come back next year and see what else camp has to offer and possibly Scouting as a whole.

### Handicraft

Handicraft offers merit badges and activities that involve a lot of building and hands on learning on a wide variety of subjects. Topics include welding, leatherworking, woodcarving, and space exploration. This area has the greatest potential for Scouts to bring something tangible home from camp, something they made themselves.

### Field Sports

This includes all the Ranges (Archery, Shotgun, and Rifle). The Staff who work at the Range need to be the most disciplined and prepared due to the high potential of injury.

### **Camp Agawam**

The Cub Scout program focuses primarily on the Adventures created for each rank. But, the program as a whole is designed to be fun for everyone while still teaching the Scouts valuable skills and knowledge.

Each year the program is designed around a theme and that theme is the driving factor in how we model campfires, camp-wide programs, and even the dining hall program. The themes are what the Scouts remember the most, even up until they are Boy Scouts. Even if we make a fool out of ourselves the theme at a Cub Scout camp is the most important aspect.

### Den Adventure Program

What makes Agawam's program different is that Instructors will actually have each and every one of the Scouts in their class at some point. The Scouts are separated into their respective ranks or dens and then they travel together to each program area following the schedule. Each den will work on an activity unique to their age group so each year the Scouts will always do something different.

### Green Oak Leaf & Acorn Pin

This is an extension of the Oak Leaf Program for Cub Scouts. Campers and Staff first earn the Green Oak leaf and when they return the next year they can earn the Acorn Pin. This program makes the Scouts more involved in camp and the extra activities that are offered at camp.

### Attack the Fort

This is by far the most popular activity we have a Camp Agawam. It is a water battle between the Staff and the Campers for domination of the Fort. The campers win in the end of course but we still have fun.

## **Staff Needs List**

Besides all of the forms that are listed, you may consider bringing the following items. This is not a comprehensive list but a guide to help you begin to get ready for the summer.

Generally, junior staff will be housed in canvas wall tents and senior staff will be housed in buildings. So keep this in mind when you are bringing items to camp.

### **Items to Bring:**

- Sunscreen
- Bug Spray
- Small folding chair
- Nightstand (small)
- Battery operated alarm
- **UNIFORMS!** Extra uniform socks
- Shower shoes/sandals
- Light jacket
- Sturdy shoes/boots
- Notepad, pens/pencils, paper
- Boy Scout Handbook (if you have one)
- Swimming gear
- Blankets, sheets, pillow
- Pocket knife, compass
- TOTEM (or small marker) that represents you.
- Movies appropriate for Staff viewing (nothing R rated or higher)
- Foot locker/tote and a lock

### **Avoid Brining:**

- Items with sentimental value
- Lots of electronics

Remember, cell phones should only be used in emergencies and in your free time.

## **Forms:**

The last pages of this guide include all the forms that you must bring with you and have completed upon arrival at camp on June 12<sup>th</sup>. The Council Service Center will mail you an I-9 and W-4 prior to attending camp. Return those forms right away.

### **Have these forms completed:**

BSA Medical Forms (all 3)

W-4

I-9 (2 forms of ID: SS Card, Passport, Driver's License, School ID)

Staff Statement of Understanding

Vehicle Registration (if applicable)

Under 18 Form (if applicable)

Any applicable Certification Cards

PHEAA forms (if applicable)