Camp Staff Handbook



Summer Camp Staff 2027

Camp Hugh Taylor Birch Tecumseh Council, Scouting America

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.

SCOUT LAW

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

THE OUTDOOR CODE

As an American, I will do my best to —

- Be clean in my outdoor manners.
- Be careful with fire.
- Be considerate in the outdoors.
- Be conservation minded.

LEAVE NO TRACE — OUTDOOR ETHICS

Plan Ahead and Prepare
Travel and Camp on Durable Surfaces
Dispose of Waste Properly
Leave What You Find
Minimize Campfire Impact
Respect Wildlife
Be Considerate of Other Visitors

CAMP BIRCH GRACE

With honor and grace, we ask you in faith,
To bless us and keep us all the day safe,
The food that we eat, we ask you to bless,
And remind us each day to always do our best.

CAMP HUGH TAYLOR BIRCH CAMP STAFF HANDBOOK

WELCOME

We have an exciting line-up of camps this summer and are very happy to have you on board.

STAFF CALENDAR

- **Staff Week (6/6-6/12)**
  - All camp staff and CITs report to camp on Sunday, June 6th at noon.
  - Estimated Staff dismissed on Saturday, June 12th, at noon.

    Staff Week Reminder: Dress to get dirty – We've got a lot of work to do!
- **Cub Scout Day Camp (6/13 - 6/19)**
  - All camp staff and CITs report to camp on Sunday, June 13th, at noon.
  - Estimated Staff dismissed on Saturday, June 19th, at noon.
- **Scouts BSA Week 1 (6/20 - 6/26)**
  - All camp staff and CITs report to camp on Sunday, June 20th, at noon.
  - Estimated Staff dismissed on Saturday, June 26th, at noon.
- **Webelos and Arrow of Light Overnight Camp (6/27 - 6/30)**
  - All camp staff and CITs report to camp on Sunday, June 27th, at noon.
  - Estimated Staff dismissed on Wednesday, June 30th, at 5 pm.
- **STEM Cub Scout Overnight Camp (7/07 - 7/10)**
  - All camp staff and CITs report to camp on Wednesday, July 7th, at noon.
  - Estimated Staff dismissed on Saturday, July 10th, at two.
- **Scouts BSA Week 2 (7/11 - 7/17)**
  - All camp staff and CITs report to camp on Sunday, July 11th, at noon.
  - Estimated Staff dismissed on Saturday, July 17th, at noon.
- **Church Day Camp (7/18 - 7/24)**
  - All camp staff and CITs report to camp on Sunday, June 18th, at two.
  - Estimated Staff dismissed on Saturday, June 24th at noon.
- **DARE Camp (7/26 - 7/31)**
  - All camp staff and CITs report to camp on Monday, July 26th, by 5 pm.

    - Estimated Staff dismissed on Friday, July 31st, at noon.
- **Challenge Camp/Cub Fun Day (8/2 - 8/7)**
    - All camp staff and CITs report to camp on Sunday, August 1st, at noon.
    - Estimated staff dismissal is on Sunday, August 7th, in the afternoon.

STAFF CONTACT LIST

Camp Director:
Fanessa Bendall
chtbleadership@tecumsehcouncil.org
(937) 475-3173

Program Director:
Archer Thomas
chtbleadership@tecumsehcouncil.org
(937) 607-5354

Camp Ranger:
Tanner Spencer
Tanner.spencer@scouting.org
(937) 346-4842

Scout Executive:
Rob Lavoie
rob.lavoie@scouting.org
(937) 925-2001

SCOUTING AMERICA MISSION STATEMENT

The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

CAMP BIRCH MISSION STATEMENT

Camp Hugh Taylor Birch offers an incomparable summer experience for youth and adults. Camp Birch fosters enduring friendships, a love of Scouting, and a connection to nature while promoting individual growth, cultivating self-esteem, developing leadership, encouraging teamwork, and ensuring fun. Participants are encouraged to learn new skills and master old ones in a safe and inclusive environment.

CAMP BIRCH VISION STATEMENT

Camp Hugh Taylor Birch seeks to provide transformative outdoor experiences for young people from diverse backgrounds, encouraging them to develop into confident, responsible, compassionate, and enlightened leaders who will improve the world in which they live.

CAMP BIRCH VALUES STATEMENT

The values of Camp Hugh Taylor Birch guide our decisions, activities, actions, and expectations of both campers and staff alike. Each one is connected and related to the other in an intricate web that ultimately creates “camp.” They are not ideas we merely post on a wall to inspire; they are concepts we live by every day in both speech and action.

- Sense of self — competence, independence, development, growth, leadership, and responsibility
- Sense of community — camp connectedness, friendships, teamwork, citizenship, and problem solving
- Sense of service — servant leadership, doing the right thing, and customer service
- Sense of wonder — affinity for nature, interest in exploration, curiosity, and creativity

EXPECTATIONS OF A CAMP BIRCH STAFF MEMBER

Simply put, we are more than a team; we are a camp family. The expectation is that every Camp Birch staff member will contribute to the success of the whole. While each staff member will have specific duties and assignments, it is expected that each staff member will assist whenever and wherever a need arises. It is essential that the attitude of "always ready to pitch in and get the job done" be established, understood, and maintained by each staff member.

You have been selected to fill a needed position, and you have chosen to accept the duties, pay, and expectations of being on staff. This is a real job with real expectations and requirements. The following represents general staff expectations and is not a complete or all-inclusive list.

1. Staff members should understand that Scout summer camp is a 24-hour-a-day proposition. The camp's responsibility (as well as that of its staff) does not cease at any time during that period.
2. Each staff member will report back to camp each Sunday by noon (unless another time is specified by the Camp Director) and attend the Sunday 12:30 pm staff meeting on the back porch of the dining hall, prepared to work.
3. Each staff member will remain on duty for the week until the Camp Director personally dismisses them on Saturday upon completion of their responsibilities. Before they are dismissed, the staff member should ensure that their program area and their living quarters are clean, prepped, and secure.
4. Sleep is essential to running a successful program and preventing illness and problems. At 11:00 pm, all staff will be in their living quarters, and it should be quiet in the staff area. Noise levels must be kept low enough so as not to disturb neighboring staff or campers. Aim to be in bed by 11:30 pm.
5. Staff members must submit a written request and obtain permission from the Camp Director and Program Director before making any arrangements to leave camp (other than scheduled nights off) to make sure there is coverage for their area. Staff members leaving the camp property will check out with the Camp Director and must sign out on the roster posted at the Camp Office before leaving. Upon their return, staff must sign back in on the same roster.
6. The conduct of every staff member (both in and out of camp) must be of the highest standard and should not interfere with the camp morale or be an undesirable influence on either the campers or the camp's reputation in the community. The Scout Oath and Law will be followed at all times. As a member of Camp Staff, you will never know when campers are watching your every action or word spoken. Staff members are role models for campers, so always be on your best behavior.
7. Staff members are to be courteous and kind at all times to Scouts, Leaders, visitors, and other staff members. Derogatory, rude, or profane language or behavior is inappropriate and shall not be tolerated.

8. Be on time!!! Being late for activities as a staff member is a sign of laziness and a bad attitude toward your responsibility as a staff member. By association, it taints the entire staff.
9. Refrain from posting any statement and/or picture on social media that would appear to be negative or harmful to the image of Camp Birch. Think of how one of your fellow staff members or a parent would view such a posting — would it cause them to feel that they do not want to send their child to Camp Birch?
10. Have **FUN** at summer camp!!! If you are having fun at camp, you are probably doing a great job performing your staff duties and connecting with Scouts and other staff.

PREPARING FOR CAMP

PAPERWORK

Before beginning work, all paperwork must be completed and submitted. *Failure to turn in paperwork may result in a delay in pay.*

Staff must provide the following:

- ☐ Camp Staff Application *(This should have already been emailed)*
- ☐ Scouting America Membership Application with Camp Staff designation
- ☐ Signed Contract *(You should have been emailed one, replied, and we will sign at check-in)*
- ☐ I-9 form *(*Paid Staff Only *will be done on day 2 of training)*
- ☐ W-4 form *(*Paid Staff Only *will be done on day 2 of training)*
- ☐ Valid forms of ID (Paid Staff Only must be originals and presented with I-9 paperwork)
  - ☐ US Passport

    OR
    - ☐ 1 of the following
      - ☐ Driver's license or ID card issued by a State
      - ☐ School-issued photo ID
      - ☐ Voter's registration card
      - ☐ US military ID card (including dependents)
    - ☐ AND 1 of the following
      - ☐ Social security card
      - ☐ Original or certified copy of birth certificate
  - Scouting America Health Form (Parts A, B, and C)
  - Signed Camp Staff Code of Conduct
  - Youth Driving/Transportation Form (if under 18)
  - Proof of Completed Online Trainings
    - Hazardous Weather
    - Youth Protection
    - Sexual Harassment Prevention

  **(Please email a copy of Certificates to chtbleadership@tecumsehcouncil.org*

  CIT staff must provide the following:

Camp Staff Application
Scouting America Membership Application with Camp Staff designation
Signed CIT Agreement
Scouting America Health Form (Parts A, B, and C)
Signed Camp Staff Code of Conduct
Youth Driving/Transportation Form (if under 18)
Proof of Complete Online Trainings
Hazardous Weather
Safeguarding Youth training
Sexual Harassment Prevention

REQUIRED TRAINING

Before beginning work, all training must be completed and proof submitted.

Scouting America Youth Protection Training
Youth Protection Training taken within the last 2 years is required by all staff. This training is completed online through my.scouting.org. Please submit the certificate of completion as proof.

Sexual Harassment Prevention Training
All staff must complete an online sexual harassment prevention training course before beginning work. This course must be taken annually for returning staff. Please submit your certificate after completing the course. Scouting America maintains a respectful and safe workplace for all employees. Summer Camp staff will use the link below to log into the Scouting America Skillsoft Academy to access the training. Either log in or create an account, then select the employee role, and the correct training will automatically be assigned. Select Tecumseh Council.
www.skillsoftcompliance.com/academy/default.aspx?orgid=551502

Scouting America Hazardous Weather Training
Hazardous Weather training taken within the last 2 years is required by all staff. This training is completed online through my.scouting.org. Please submit the certificate of completion as proof.

Additional Certificates and Training
A specific staff position at camp may require additional training or certificates before the start of the season. These requirements will be communicated to you before signing your contract. Please remember to submit your certificate after completing the course.

CAMP EMPLOYMENT POLICIES

EMPLOYMENT AT WILL POLICY

All employees of Tecumseh Council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, Tecumseh Council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

Tecumseh Council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation, advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

YOUTH PROTECTION POLICIES

YOUTH PROTECTION AND MEMBERSHIP

Scouting America has adopted policies and practices in order to provide security to the youth participants in the program. Further, these policies and practices protect adult leadership from situations in which they are vulnerable to allegations of abuse.

TWO DEEP LEADERSHIP

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants. One-on one contact between adults and youth members is not permitted.

NON-HARASSMENT POLICY

Pursuant to applicable law, it is the policy of Tecumseh Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race,

color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, Tecumseh Council and Camp Birch will not tolerate harassment of any kind by or of any employees or applicants for employment.

"Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of their relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct can include, but are not limited to, the following: **1.** Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.

2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.

3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.

Similarly, sexual harassment involves:

1. Making, as a condition of employment, unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of their sex.

2. Making submission to or rejection of such conduct the basis for employment decisions.

3. Creating an intimidating, offensive, or hostile work environment by such conduct.

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal - sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.

2. Nonverbal - making suggestive or insulting noises, leering, whistling, or making obscene gestures.

3. Physical - touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending on the circumstances.

Any employee or staff member who feels that they have suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to the Camp Director so that an investigation of the complaint can be undertaken.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

NO BULLYING POLICY

The No Bullying Policy aims to create a safe and respectful environment for all individuals within our community by preventing, addressing, and eliminating bullying behavior. This policy applies to all members of the community, including students, staff, volunteers, and visitors, in all environments, including physical locations, digital platforms, and during all events organized by the institution.

Bullying is defined as repeated aggressive behavior that is intentional and involves an imbalance of power or strength. It can be physical, verbal, social, or cyberbullying.

The types of bullying include:
1. Physical Bullying:
 - Examples: Hitting, kicking, pushing, or damaging someone's belongings.
2. Verbal Bullying:
 - Examples: Name-calling, teasing, threatening, or making derogatory comments.
3. Social Bullying:
 - Examples: Excluding someone from a group, spreading rumors, or public humiliation.
4. Cyberbullying:
 - Examples: Harassment via social media, sending threatening messages, or spreading false information online.

All camp staff members are responsible for creating a safe and encouraging environment free from bullying. Bullying will not be tolerated, and every incident will be taken seriously and investigated promptly. Individuals who experience or witness bullying should report it immediately to the Camp Director and Program Director. Reports will be investigated promptly

and confidentially.

Consequences for bullying behavior will be determined based on the severity and frequency of the bullying. Following a thorough investigation, the disciplinary actions may include: - Warning and counseling session to address behavior.
- Restorative practices aimed at mending relationships.
- Immediate termination of employment.
- Involvement of law enforcement if necessary.

This No Bullying Policy is committed to fostering a positive environment where everyone feels safe and respected. We encourage open dialogue and collaboration among all community members to ensure that bullying is recognized and addressed effectively. Together, we can build a community that values kindness and inclusivity.

CAMP BIRCH UNIFORM POLICY

There are two approved uniforms for staff:

1. Field Uniform
- Solid, neutral color (brown, tan, green, or gray) pants or shorts
  - *No bright colors or patterns*
  - *No jeans*
  - *No athletic shorts*
- Belt
- Official Scouts BSA, Venture, or Sea Scout Uniform Shirt
  - *Correct patches and placement*
- Staff name tag
- Socks
- Appropriate footwear
  - *Shoes with laces MUST be tied*
- Neck wear
  - *Neckerchiefs, Wood Badge beads, OA sashes, etc. are optional*

2. Activity Uniform
- Solid, neutral color (brown, tan, green, or gray) pants or shorts
  - *No bright colors or patterns*
  - *No jeans*
  - *No athletic shorts*
- Belt
- Official Staff Issued Camp Birch Shirt
  - Camp Staff Polo (on specified days)
    - *Navy blue for Area Directors and Camp Leadership*
    - *Red for Camp Staff and CITs*
  - Camp Staff T-Shirt (on specified days)
- Staff name tag
- Socks

- Appropriate footwear
  - *Shoes with laces MUST be tied*
- Neck wear
  - *Neckerchiefs, OA sashes on Wednesday of SBSA weeks, etc. are optional*

Camp staff name tags shall be worn at all times. Shirts shall be properly tucked-in at all times.

3. Activity Uniform

- Solid, neutral color (brown, tan, green, or gray) pants or shorts
  - *No bright colors or patterns*
  - *No jeans*
  - *No athletic shorts*
- Belt
- Official Staff Issued Camp Birch Polo
  - *Navy blue for Area Directors and Camp Leadership*
  - *Red for Camp Staff and CITs*
- Staff name tag
- Socks
- Appropriate footwear
  - *Shoes with laces MUST be tied*
- Neck wear
  - *Neckerchiefs, Wood Badge beads, OA sashes, etc. are optional*

CAMP BIRCH STAFF POLICIES

Absences/Time Off
To the extent possible, every staff member will be provided one 24-hour period as time off each week. During Scouts BSA camp, this period will generally be noon on Saturday until noon on Sunday. During this time period, staff members are not under the direction, control, or responsibility of Tecumseh Council, Camp Hugh Taylor Birch, or Scouting America. Meals will not be provided to camp staff during time off.

If you need additional time off, we require at least 10 working days' written notice so we can make arrangements for a substitute counselor. If you have a medical/family emergency, please let us know as soon as possible. The Camp Director must approve all absences/time off.

Abuse/Bullying/Endangerment/Neglect
The physical, verbal, sexual, and psychological abuse of any camper or staff member, as well as

the endangerment of any camper or staff member, will be cause for dismissal. Bullying, hazing, harassment, and abuse will not be tolerated and will be cause for dismissal.

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

If a staff member has any reasonable cause to believe or suspect that someone is the victim of abuse, bullying, endangerment, or neglect, he or she will contact the Camp Director immediately. If child abuse of any type is witnessed, the Camp Director shall be immediately notified. Any information regarding the incident shall not be shared with anyone else unless otherwise directed by the Camp Director or their designee. The reporter's name shall be kept in confidence. The Camp Director can be contacted at (937) 925-6521.

Alcohol/Drugs/Tobacco
Possession and consumption of alcoholic beverages on camp property is not permitted. Working under the influence of alcohol or drinking alcohol at camp may be cause for dismissal. The use of illegal drugs and misuse of prescription medication by staff members is also unacceptable and may be considered grounds for dismissal. The illegal/underage use of tobacco on camp property is not permitted. All camp staff must follow policies and procedures regarding designated smoking areas. This also includes vaping, dipping, and chewing tobacco.

Behavior
Staff members are expected to set an example that reflects a personal concern for other staff and campers. The use of physical methods of discipline and the use of profane language will not be tolerated. Seek help from the Camp Director, Program Director, or Camp Commissioner for assistance in dealing with difficult situations.

Cell Phones
Your full attention to participants is required. Therefore, the use of cell phones is not allowed during program hours, except in a capacity that supports the program. Violations of this policy may result in discipline up to and including termination.

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps, and any other digital communication platforms. This policy reinforces Scouting America's youth protection policies and Barriers to Abuse.

Camp Wide Games
Each Friday of Scouts BSA summer camps, Camp Birch holds a Camp Wide Game. All staff members are expected to participate, unless otherwise assigned by the Camp Director or Program Director.

Campfire
Campfires serve as unifying influences and spirit builders. They are great fun and often the highlight of a Scout's week at camp. Great campfires provide lasting memories for our participants. When leading or assisting with campfire, keep in mind the following:

- Loud songs and lively skits should start the campfire, while quiet songs and meditations are best for closing. This is known as "following the Campfire".
- The program should move briskly, without lulls. When Scouts lose interest, behavior problems and chaos follows.
- Each participant should know their spot in the program order and "Be Prepared".
- All staff is expected to attend and participate in campfire.
- All staff is expected to have fun with participants during the dance party prior to campfire.
- All staff is expected to join onstage for Scout Vespers at the close of campfire. • All staff is expected to quietly gather after campfire for a debrief with the Camp Director and Program Director.
- All staff is expected to clean up the Council Ring after campfire before they are dismissed.

Check-In/Check-Out

Anyone leaving camp shall sign-out and then sign-in upon returning. Any departure from camp must be approved by the Camp Director prior to departure. The sign-out and sign-in sheet is located in the Camp Office.

In general, staff members 18-years-old and over may leave camp after their program area has closed provided:

- The Camp Director has approved the departure.
- The staff member(s) sign-out.
- They return and sign-in no later than 11:00 pm (11:01 is LATE).
- That there is sufficient resident adult staff on the premises (as determined by the Camp Director)

In general, staff members under the age of 18 may leave camp after their program has closed provided:

- The Camp Director has approved the departure.
- The staff member(s) sign-out.
- They return and sign-in no later than 11:00 pm (11:01 is LATE).
- They have their Youth Driving/Transportation Form, signed by a parent/legal guardian and on file in the camp office

From your arrival at camp on Sunday until dismissal on Saturday, your safety is the responsibility of the Camp Birch Leadership Team. In the interest of your safety and in adherence of Scouting America's regulations and Youth Protection Guidelines, when leaving camp for an outing, all members under the age of 18 must be accompanied by at least 2 staff members over the age of 18. Youth Protection and Scouting's Barriers to Abuse ALWAYS apply!

Discipline Procedures

Scouting is a safe place to fail. Discipline used in Scouting should ALWAYS be constructive and reflect Scouting values. Corporal punishment is NEVER permitted. If long-term discipline issues occur, please contact Camp Leadership.

In the event of issues arising due to the performance of a staff member in a particular area of his/ her responsibility, the procedures stated below will be followed in order:

1. The Area Director will discuss the concerns with the staff member and together, they will create steps to improve the situation. The Area Director will notify the Program Director of the concerns and corrective steps being taken.
2. If the issues continue, the Area Director and the Program Director will discuss the situation with the staff member and document the conversation.
3. If the issues continue, the Program Director and Camp Director will discuss the situation with the staff member and will give a written warning which will become part of the employee record.

All misconduct will be documented. Should issues continue, employees may be subject to termination. If the misconduct warrants, the initial steps of intervention may be skipped, at the discretion of the Camp Director. Discipline will be on a case-by-case basis and discipline will vary based on the offense. Discipline will be between the staffer and Camp Leadership and shall not be the concern of others. Please see the "at-will employment" sections of the employee handbook.

Dress Code

During program time: Staff polos or staff T-shirt must be worn at all times. Shirts are to be

tucked in. Shorts or pants must be a neutral color. Jeans and athletic pants/shorts are not an acceptable option. A scout belt or neutral belt must be worn. Socks with closed-toed shoes like tennis shoes or hiking boots are to be worn. Shoes with laces must be tied. The only exception to the staff dress code is for aquatics staff while actively working in their area. Hats may be worn but must be Scout-appropriate. Any changes to staff uniform must be discussed and approved by the Camp Director.

After program time: Staff must be in Scout-appropriate clothing. When going off camp property, Camp Birch or Scouting apparel may NOT be worn.

Flag Ceremonies
All units will be incorporated into daily flag ceremonies. Units will be encouraged to bring their unit flags to the daily flag ceremonies.

Everyone in camp is expected to promptly attend morning presentation of colors and evening retreat. Proper uniform is expected. Unless otherwise mandated by the Camp Director, full Field Uniforms are expected to be worn at all flag ceremonies. Uniforms shall be neat, clean, proper fitting, and appropriately worn. Uniform shirts are to be tucked in. Proper conduct, dignity, and reverence is expected. Remember, Camp Staff sets the example.

Due to individual assignments and with the authorization of the Camp Director, some staff may be excused from being present at flag ceremonies.

Gratuities
Staff members are prohibited from accepting money (gratuities/tips) from participants in return for services rendered as a member of the staff at Camp Birch.

Grievance Procedure
Staff members may use the following procedures to resolve work-related problems:

1. Discuss the situation with the Area Director.
2. Discuss the situation with the Program Director.
3. Discuss the situation with the Camp Director.

Hazing and Initiations
There is zero tolerance for hazing and initiations at camp. Under Scouting America policy, these situations may be regarded as a Youth Protection violation and child abuse, and will be dealt with as such.

Health and Medicine
A camp health officer will be available at all times during camp operating hours. All staff members shall turn in a current Scouting America Medical Form (Parts A, B, and C) upon arrival at camp. Each staff member is responsible for their own medications that must be taken while at camp.

> **ILLEGAL DRUGS AND THE INAPPROPRIATE USE OF PRESCRIPTION MEDICATIONS ARE STRICTLY PROHIBITED ON CAMP PROPERTY.** ***Violations of this policy may result in immediate termination, removal from the property, and possible criminal charges.***

Illness and Injury (Participant)
Whenever possible, the camper's leader should provide simple first aid care. Emergency situations shall be immediately reported to the Camp Health Officer and Camp Director. Every program area is supplied with a first aid kit. Each kit should include CPR micro-shields, gloves, and masks. Should any item be used or missing from a kit, a priority request for replacement should be made to the Camp Health Officer or Camp Director. If performing first aid, staff should be aware of and avoid coming into contact with bodily fluids. Staff shall not dispense any medication, including over-the-counter drugs, including asprin and tylenol.

Illness and Injury (Staff)
If you are ill or injured at work, notify the Camp Director prior to visiting the Camp Health Officer (unless it is an emergency, in which case, notify the Camp Director ASAP while tending to your needs.) The Camp Director will help you fill out an incident report and record the information in the Camp Staff First Aid Log. If further medical care is required, the Camp Health Officer and Camp Director will determine the appropriate course of action.

Living Quarters
Adequate living quarters are provided to staff. Living quarters are assigned according to gender and age. These quarters shall be kept in a clean and orderly condition. Staff members shall be responsible for damage or defacement of their assigned living quarters. Camp Leadership will make periodic checks of your living quarters with or without your permission. Check-in and check-out procedures of the camp staff for their assigned living quarters will be handled by the Camp Director and Program Director.

The following applies to all staff members:

- NO PARTICIPANTS (CAMPERS OR LEADERS) ARE ALLOWED IN STAFF QUARTERS/AREAS.
- Staff shall be inside their own living quarters between the hours of 11 pm and 5 am, except in an emergency or prior approval by the Camp Director.

- Hours for lights out shall be observed.
- All lights and unnecessary electronics shall be turned off when no one is occupying the room/building.
- Only furniture and equipment approved by the Camp Director may be kept in a living area.
- Any changes to the assigned living quarters may only be made or approved by the Camp Director.
- No overnight guests are allowed in staff living quarters.
- Pets are not allowed.
- Staff shall not visit living quarters except to those they have been assigned.

Mail

Mail is delivered daily (except Sunday) to Camp Birch. The form of address to be used is:

Your name — Staff
Camp Hugh Taylor Birch
4057 Swimming Pool Road
Yellow Springs, OH 45387

Personal Appearance

Developing character in youth is the primary objective of Scouting America and must be kept in the front of each staff member's mind. A fresh, clean, and approachable look ensures that every participant feels comfortable. Personal appearance is important since each staff member reflects not only on themselves but also on Camp Birch and Scouting America as well.

Camp Birch's Standards for personal appearance include:

- Personal cleanliness and hygiene are required.
- Staff should shower frequently.
- Staff shall use deodorant.
- Staff shall brush their teeth.
- Hair will be kept clean, neatly trimmed, and show evidence of good grooming.
- The correct uniform that is clean and properly fitted shall be worn.
- Laundry facilities are available for staff to utilize while at camp. Staff are expected to use them to ensure their uniforms are clean.

Staff members set the example. All staff members are expected to maintain good personal hygiene and grooming. Pride in your appearance, uniform, and personal grooming makes you and others aware that you are a part of the Camp Birch Team. If your appearance is less than that of the Camp Birch standards, this implies that your attitude and performance are less as well. Should you need assistance, please speak with a member of the Camp Leadership Team.

Personal Property
Camp Birch is not responsible for any personal possessions that are lost or stolen. Please leave valuables secured in staff living quarters or at home. While a scout is trustworthy, there are several guidelines that must be followed in order to protect you, your belongings, fellow staff members, camp property, and the camp program. They include:

- Label all clothing and valuables with your name.
- Do not discuss with others how much cash you have or where you keep it.
- Always keep your vehicle locked.
- You are responsible for your own personal effects.
- Do not bring anything to camp that cannot be replaced. (Leave expensive and sentimental items at home.)
- Keep your money and personal items locked up.
- Do not bring any material that is offensive or not in keeping with the values and standards of the Scouting Program.
- Respect the property of others. Do not take or borrow from others without the owner's permission.
- Scouting America, Tecumseh Council, Camp Birch, and their employees are not responsible for loss, damage, or theft of property.
- Any occurrence of missing items shall be immediately reported to the Camp Director.

It is recommended that a lockable footlocker (with a lock) be brought and used to store belongings.

Preparation
Activities with elements of risk should not be undertaken without proper preparation, supervision, and safety measures. Proper clothing for activities is required for both staff and participants. Follow the S.A.F.E checklist.

Program Areas
Staff usage of program areas is encouraged, under the following guidelines:
• All rules in effect for participants are in effect for camp staff.
• There shall be a designated lifeguard on duty and in charge of all Aquatics activities. • There shall be a range safety officer in charge of all Range and Target activities. • Competitions between camp staff and campers are NOT allowed. This applies to **all** activities, not just aquatics. (Camp Staff vs. Scoutmaster competitions are an exception)

- **Kitchen**
  Only dining hall staff is allowed in the kitchen, commissary, and walk-in. All other staff members must have permission from Camp Leadership or the Dining Hall Manager.

- **Trading Post**
  The trading post is operated on a cash or credit card basis for everyone in camp. Every item for sale in the trading post is sold at retail price. Access and entry behind the counter is restricted to the Camp Director, Trading Post Manager, Trading Post Staff, and other designees as determined by the Camp Director.

Punctuality
All staff members are expected to be in attendance and to be on-time to all activities in which the Camp Staff is involved. You are expected to arrive at the activity or meeting no later than 5 minutes prior to the start time. In case of illness, staff members shall inform the Camp Director and then report to the health lodge.

Remember: ***If you're early, you're on-time. If you're on-time, you're late!***

Rain Plan
The regularly scheduled camp program continues, rain or shine. Aquatics (pool and lakefront), COPE, and Climbing may need to be adjusted in case of weather, but all other program areas will operate as normal. Your program area may be asked to support some additional weather-adjusted replacement programs.

Religious Services
A Scout is Reverent. Religious service participation is encouraged. Camp staff is expected to respect the rights and beliefs of others.

Reporting for Work
All staff must be present and prepared for the staff meeting at 12:30 pm on Sunday on the back porch of the Dining Hall. Please plan accordingly. Arrive by noon to stow any gear you are bringing back with you. Lunch will not be provided.

Secret Organizations
There are NO secret organizations recognized or allowed by Scouting America. All aspects of Scouting are open to observation by parents and leaders.

Social Media
Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and Scouting America policy.

Salaries
Salaries are determined by experience, rank, work ethic, and responsibilities of the position. Every staff member will be issued a direct deposit card. Staff salaries will be directly deposited bi-weekly. Any absences will be deducted from the final payment. Salaries are determined by the Camp Director. Remember, salary was discussed with you when the Camp Director made the job offer, and you accepted this offer. Any questions regarding salary shall be addressed to the Camp Director.

Staff Advancement
Staff members under the age of 18 are encouraged to advance in scout skills and ranks. Staff members under the age of 20 are encouraged to earn Venturing and Sea Scouting Awards. Also, there will be some specific training given during staff training that may qualify some staff for advancement. CPR and the merit badges you are instructing are two such examples. The Area Director for the activity will sign-off on any advancement.

Staff Contracts
You are responsible for *reading* and *understanding* the contents of your contract before signing it. *Your signature indicates your approval of all conditions.* Camp Birch Leadership reserves the right to transfer an employee to another assignment at any time if it is felt they are better suited to that position or that a change would better serve the Camp Birch participants.

Staff Registration
All staff members must be registered with Tecumseh Council, Scouting America as Camp Staff. All staff members will also have the option to register with Sea Scout Ship 439. The Program Director serves as the Skipper. The Camp Director serves as the Ship Committee Chair.

Staff Training
Staff training is a vitally important part of the camp program and our staff development. All new and returning staff members will be oriented to summer camp programs and procedures, camp

program area layout, and merit badge teaching methods and skills.

Staff Week
Camp must be made presentable and inviting to welcome the incoming campers. This includes campsite preparation, building cleaning, set-up of program areas, and other tasks. There will be times that camp staff might be working in an area of camp other than their assigned program area. It is important that camp staff comes prepared with work clothes, gloves, and sun protection.

Visitors at Camp
Family members and friends are welcome to visit staff members during nights off. All visitors must sign in at the Camp Office before proceeding into camp. Either a wrist band or a visitor name tag will be provided and must be worn at all times while the visitor is on camp property. Visits may not interfere with the staff member's job responsibilities or interrupt program. Visitors are not allowed in staff living quarters. Visitors are not allowed to stay in camp overnight and must leave the camp property by 11 pm.

EMERGENCY PROCEDURES (PUBLIC)

FIRE
In the event of a fire, a WAILING SIREN will notify you. Follow these steps:

1. Report to the parade field.
2. Assemble with your unit and ensure that everyone is present and accounted for.
3. Remain in the parade field until given further instructions by the Camp Director.

If a fire occurs in your campsite, move to a safe area and report the fire to any staff member. If you discover a fire on camp, report it to any staff member as well.

SEVERE WEATHER

SEVERE THUNDERSTORM

In the event of a severe thunderstorm warning, a YELPING SIREN will notify you.

DURING PROGRAM HOURS (7 AM - 11 PM)

1. Aquatics and COPE/Climbing will shut down immediately.
2. Everyone should report to the Dining Hall.
3. Assemble with your unit and ensure that everyone is present and accounted for.
4. Remain in the Dining Hall until given further instructions by the Camp Director.

AFTER PROGRAM HOURS (11 PM - 7 AM)

1. Wyandot, Kit Carson, Daniel Boone, and Blue Jacket campsites will seek shelter in their campsite cabins.
2. Simon Kenton, Shawnee, and Baden Powell will seek shelter at the Adams Building.
3. Black Hoof, Red Hawk, and Cornstalk will seek shelter at the Dining Hall.
4. Miami will seek shelter at the Aquatics Center shower house.
5. Assemble with your unit and ensure that everyone is present and accounted for.
6. An Area Director will report your head count to Camp Leadership.
7. Remain in shelter until the "ALL CLEAR" siren is heard.

TORNADO WATCH

In the event of a tornado watch, a YELPING AND WAILING SIREN will notify you.

1. All campers and staff will report to the Dining Hall.
2. All Units need to take a headcount and notify the Camp Director.

CAMP STAFF HANDBOOK

TORNADO WARNING

In the event of a tornado warning, a HI/LO SIREN will notify you.

1. All campers and staff will report to the Dining Hall.
2. If time permits, take a head count of your unit.
3. Await further instructions, but be prepared to seek shelter on the south side of the dam and assume the "Duck and Cover" position.
4. "ALL CLEAR" is a repeat siren.

HEAT EMERGENCY

In the event of a heat emergency, the Camp Director and the Health Officer will determine how to limit the activities of the day.

1. Remind campers to drink plenty of water.
2. Remind Scouts to watch others for signs and symptoms of heat exhaustion or dehydration.

LOST CAMPER

Report a lost camper immediately to the nearest staff member.

• Have a full description, including age, clothing, and last known location.

UNAUTHORIZED PERSON/PERSONS ON CAMP

Report any person without a wristband or camp name tag immediately to the nearest staff member. Do not approach unknown persons. The Camp Director and Local Authorities will handle the situation, if necessary.

EMERGENCY PROCEDURES (STAFF)

FIRE

In the event of a fire, a WAILING SIREN will notify you. Follow these steps:

1. Report to the parade field.
2. Assemble with your unit and ensure that everyone is present and accounted for. **3.** Remain in the parade field until given further instructions by the Camp Director.

If a fire occurs in your cabin or program area, move to a safe area and report the fire to the Camp Leadership Team.

SEVERE WEATHER

SEVERE THUNDERSTORM

In the event of a severe thunderstorm warning, a YELPING SIREN will notify you.

DURING PROGRAM HOURS (7 AM - 11 PM)

1. Aquatics and COPE/Climbing will shut down immediately.
2. Make sure your program area is clear and then assemble at the Dining Hall. Area Directors are the last to leave their program areas.
3. Area Directors assist in directing everyone to the Dining Hall.
4. Keep campers inside the Dining Hall (unless they need to use the restrooms) and help engage them with activities and songs until given further instructions by the Camp Director.

AFTER PROGRAM HOURS (11 PM - 7 AM)

5. Remain in your staff housing unless instructed otherwise by the Camp Director.
6. Remain in shelter until the "ALL CLEAR" siren is heard.

TORNADO WATCH

In the event of a tornado watch, a YELPING AND WAILING SIREN will notify you. **1.** All staff will report immediately to the Dining Hall. If during program hours, make sure your program area is clear. Area Directors are the last to leave their program areas.
2. Keep campers inside the Dining Hall (unless they need to use the restrooms) and help engage them with activities and songs until given further instructions by the Camp Director.

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TORNADO WARNING

In the event of a tornado warning, a HI/LO SIREN will notify you.

1. All staff will report immediately to the Dining Hall. If during program hours, make sure your program area is clear. Area Directors are the last to leave their program areas.
2. Keep campers inside the Dining Hall (unless they need to use the restrooms) and help engage them with activities and songs until given further instructions by the Camp Director.
3. Await further instructions, but be prepared to seek shelter on the south side of the dam and assume the "Duck and Cover" position.
4. "ALL CLEAR" is a repeat siren.

HEAT EMERGENCY

In the event of a heat emergency, the Camp Director and the Health Officer will determine how to limit the activities of the day.

1. Remind participants to drink plenty of water.
2. Remind participants to watch others for signs and symptoms of heat exhaustion or dehydration.

LOST CAMPER

If anyone reports a lost camper to you, immediately notify Camp Leadership over the radio or via phone call with the following message: "I'm looking for my buddy."

1. Remain with the person reporting the lost camper until Camp Leadership arrives or calls.
2. Have a full description, including age, clothing, and last known location.
3. ***DO NOT SAY "we have a lost camper" over the radio.***
4. Await further instructions from Camp Leadership.
    1. Camp Director will close all access onto and off of camp. Any vehicles attempting to depart camp property will be checked.
    2. Assigned staff will check their designated areas. First areas that are checked:
        1. Trading Post/Aquatics
        2. Lost Camper's campsite
        3. Camp common areas (shower house, GaGa Ball pit)
        4. Dining Hall (including bathrooms)
        5. Program Areas (and adjacent bathrooms)
        6. Other campsites
    3. All radio traffic stops, except for communications to and from the Camp Leadership Team by the assigned staff members.
    4. Additional staff may be mobilized to help in the search efforts

UNAUTHORIZED PERSON/PERSONS ON CAMP

Report any person without a wristband or camp name tag immediately to Camp Leadership. Do not approach unknown persons. The Camp Director and Local Authorities will handle the situation, if necessary.

FIVE RULES FOR CAMP BIRCH STAFF

1. Every camper is your favorite (even if they're not…).
2. Learn every camper's name, even if they aren't in your group/program area. 3. It only takes one instance for a kid to fall in love with camp. Be the reason that moment happens.
4. Take out the trash. Its a job no one wants to do. But if you get excited about doing the crappy jobs, so will other people. Then, no one is stuck doing the undesirable work. 5. You are in a fish bowl. Everyone is always watching you, even when you don't think they are. Every word and action is being taken in by someone. (There's a Scout or Scoutmaster behind every tree!)

TEN TIPS FOR SUCCESS

1. Do everything with enthusiasm…it is contagious!
2. Be a team player.
3. Take initiative and try new things.
4. Maintain a positive mental attitude no matter the circumstances.
5. If in doubt, check it out! Many issues arise when people make assumptions.
6. Reflect a "can-do" attitude.
7. Focus your attention on the campers. After all, that's why you're here!
8. Always think in terms of safety first.
9. Remember that patience is a virtue…
10. Have fun!

SCOUTING SUPERPOWER

As Scouts, we must always help people when they are going through a storm in their life. It is our Scouting superpower: we help others when they are struggling. And we know that we are always stronger together.

There's no limit to the good we can do when we are there for people in a crisis.

When someone falls down, we help them *stand*.
When someone feels tired, we encourage them to *endure*.
When someone is struggling, we *stand right there beside them.*

WHEN THINGS GO WRONG

The first thing to do is stay calm. Others around you may be starting to panic, and panic is contagious. But so is calm. So do your best to choose to be calm in the crisis. It is a characteristic of Scouts. We think calmly and clearly, and that allows us to act decisively, wisely, and fast.

To quote 'If', the famous poem by Rudyard Kipling, "If you can keep your head while all about you are losing theirs," then you've got a good chance of succeeding. Be the calm person in the room and others will look to you for leadership. Calmly reassure them. Give them purpose and a task, and together you'll get to the other side.

THE CAN-DO FORMULA

It's easy to say 'never give up'. But how does this really help you when you're in that tough place and you're trying to respond to that crisis or get over that setback? One great thing is to remember the can-do formula — using five superpowers everyone has (probably without

realizing).

1. POSITIVITY is power. It's looking on the bright side. And there's always a bright side, no matter how bleak things seem. Focus on the good things in life, and the miles ahead pass twice as quickly. Positivity is a choice. And the best reason for choosing it is to think about the alternative. And being negative never leads anywhere good.
2. RESOURCEFULNESS is a Scouting speciality. It's about using what you have, not what you wish you had. It's about thinking smart and working out what you can do, rather than complaining about what you can't. Remember, pack the right skills and the right attitude and you won't need much else. Adaptability, resourcefulness, and ingenuity. It conquers so much. One person's trash is another person's treasure.
3. COURAGE is at the heart of so much in life. It's what pulls us through. It's the courage to go for thinks. To try and not be afraid to fail. But remember it's OK to feel fear. That's normal. Being brave isn't the absence of fear. Being brave is having that fear but finding a way through it. Author Zig Ziglar says that fear has two meanings: 'Forget Everything And Run, or Face Everything And Rise.' As Scouts, we choose the second option.
4. DETERMINATION is grit. It's about digging deep and finding the strength to carry on. Why? Because you know it will be worth it in the end. We all have reservoirs — actually, oceans — of strength inside, waiting to be tapped. Dig deep and use it. As Baden-Powell, the founder of Scouting, said: 'Never say die till you're dead!' That's power.
5. FAITH is possibly the most important of all. It's about having faith in your own abilities and having faith in others. As Scouts, we are a force for good. When you believe you can succeed, and others believe in you too, you're already halfway there. Just a gram of faith is enough to move a mountain.

TEN TIPS FOR TOUGH TIMES

1. Ask for help.

- There's always someone to talk to. Asking for help is a sign of strength not weakness. Sometimes the bravest thing to do is ask for help. No one has to go through tough times alone. As people, we're all vulnerable; we experience doubts, we get scared and we lose faith in ourselves. That's natural. And the most reassuring thing is that everyone feels that way at some point.

2. Accept there are some things you can't change.

- Don't waste energy complaining about the rain. It won't stop a single drop. Remember, the storms make us stronger.

3. Remember that this will pass.

- At some point, you'll be on the other side of this problem. Think how good you'll feel when this is all over and you can be proud that you prevailed and endured.

4. Focus on the good things, not the bad.

- If life isn't going your way, then think about what good things you have. Watch a favorite movie, read a book, or talk to a friend. When life hands a Scout some lemons, we make lemonade!

5. Sleep.

- Good regular sleep (eight hours is ideal) will make you feel better about everything. Don't look at the bright screen on your phone before going to bed, and say sorry to someone if you've upset them. There is no pillow as soft as a clear conscience!

6. Move.

- It's amazing how your cares float away when you go for a walk, swim, or jog. It makes you feel like you've literally outrun your problems and left them behind. So get outside, get fresh air, get moving. Get sun on your face and earth under your feet as much as you can. Be a person who thrives in the outdoors.

7. Spend time with positive people.

- Negative people will drain your energy at the best of times, let alone when things are tough. Avoid the dream-stealers — those who dismiss your goals or aspirations. Life is full of dream-stealers. Ignore them! Instead, hang out with those who make you feel better about life. People tend either to be a radiator or a drain. 'Radiators' light and warm up a conversation or situation. 'Drains' sap the energy and positivity from you. We all probably know some of both types of person. Hang out with 'radiators' — and choose to be one yourself!

8. Think about how the experience will help you grow.

- Every tough experience is also a lesson in life. You'll be better equipped nect time you face a crisis. So don't look at a failure as just a failure. Instead, consider it a great lesson.

9. Eat well.

- When you're feeling down, it's all too easy to reach for chips and doughnuts. Comfort food. But comfort food is a cheap hit and a temporary answer. In fact, it answers nothing, but tends to leave us weaker, lower, and unhappier. Food is fuel. Put the good stuff in and you'll get good results out.

10. Never give up.

- No matter how hard things get, if you just keep going, you'll get to the other side. Never give up has a strength all of its own. Use it and depend on it.

Failure, struggle, setbacks and pain all nourish courage. You simply can't be strong or brave if you've only had perfect things happen to you. So embrace the day, seize it, whatever it holds — it's our chance to make progress towards the good stuff. The dawn will always come, and as Scouts we always chase the light!

Personal Equipment

Plan for hot weather during the day (80s - 90s) with cool mornings and nights (40s - 70s).

Required:

At least 1 complete Field Uniform (see Camp Birch Uniform Policy)
At least 1 complete Activity Uniform (see Camp Birch Uniform Policy)
Sweater, hoodie, or sweatshirt, and/or jacket
Underwear

Sleepwear
Scout-appropriate clothing for time off
Socks
Tennis shoes, hiking shoes, or hiking boots
Sandals or Crocs (for the shower and staff living quarters only)
Rain coat or poncho
Swimsuit and towel
1-2 blankets and twin-sized sheets or a sleeping bag
Pillow
Toiletries (toothbrush, toothpaste, shampoo, shaving items, deoderant, hairbrush)
Shower towel
Laundry bag
Laundry detergent
Flashlight
Watch
Personal medication
Water bottle

Recommended:

Backpack
Footlocker/storage container with lock
Storage shelves or Rubbermaid drawers
Hanger for uniform shirt
Power strip and/or grounded extension cord (3 prongs)
Area rug
Fan (box or upright)
Pocket knife
Hat
Sunglasses
Books
Games
Movies

Swim goggles
Alarm clock
Cell phone, iPad, and charging cords
Duct tape
Sharpies, pens, pencils
Paper/notebook
Camp chair
Money for nights off and Trading Post
Sunblock
Bug spray

CAMP HUGH TAYLOR BIRCH

Scouting America Scouter Code of Conduct

On my honor I promise to do my best to comply with this Scouting America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with Scouting America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose, consistent with the mission of Scouting America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Safeguarding Youth training requirements. I will be familiar with and follow:
• Scouting America Youth Protection policies and guidelines, including mandatory reporting • *The Guide to Safe Scouting*
• SAFE Checklist
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of Scouting America, Scouting America policies, and Scouting America provided training, including but not limited to those relating to: • Unauthorized fundraising activities
• Advocacy on social and political issues, including prohibited use of Scouting America's uniform and brand
• Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor. 7. I confirm that I have fully disclosed and will disclose in the future any of the following: • Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
• Any investigation or court order involving domestic violence, child abuse, or similar matter • Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
• Alcoholic beverages or controlled substances, including marijuana
• Concealed or unconcealed firearms, fireworks, or explosives
• Pornography or materials containing words or images inconsistent with Scouting values 9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put

Scouts at risk, including driving or operating equipment. 10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

I have read and agree to abide by the rules and regulations put forward in this Camp Staff handbook, as well as the Scouting America Scouter Code of Conduct.

_____

Signature of Camp Staff Date

_____

Signature of Parent/Guardian (if Camp Staffer is under the age of 18) Date

Camp Hugh Taylor Birch

Driving Permission Form

I _____ would like my child, _____ to be able to drive off of Camp during breaks and to: ***(Choose one)***

Do not ride off from Camp with anyone, regardless of age.

Do not ride with anyone under 18.

Only ride with (Print name of staffer)

Ride with anyone with a valid Driver's License.

In case of emergency, your youth will be driven by the Administration and/or the Ranger Staff. Such cases would be Medical Emergencies, catastrophic weather, etc.

Parent's Signature: _____ Date:_____

Youth's Signature:_____ Date: _____