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.

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@scouting.org)*

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 STAFF PACKING LIST

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, deodorant, 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: _____