

# ADVENTURE, GRIT, & GROWTH START HERE

## RESIDENT CAMP STAFF HANDBOOK

Revised January 2022



NOBODY CARES HOW MUCH YOU KNOW UNTIL THEY KNOW HOW MUCH YOU CARE.  
— Theodore Roosevelt



BOY SCOUTS OF AMERICA  
CASCADE PACIFIC COUNCIL

[CPCBSA.ORG](http://CPCBSA.ORG)



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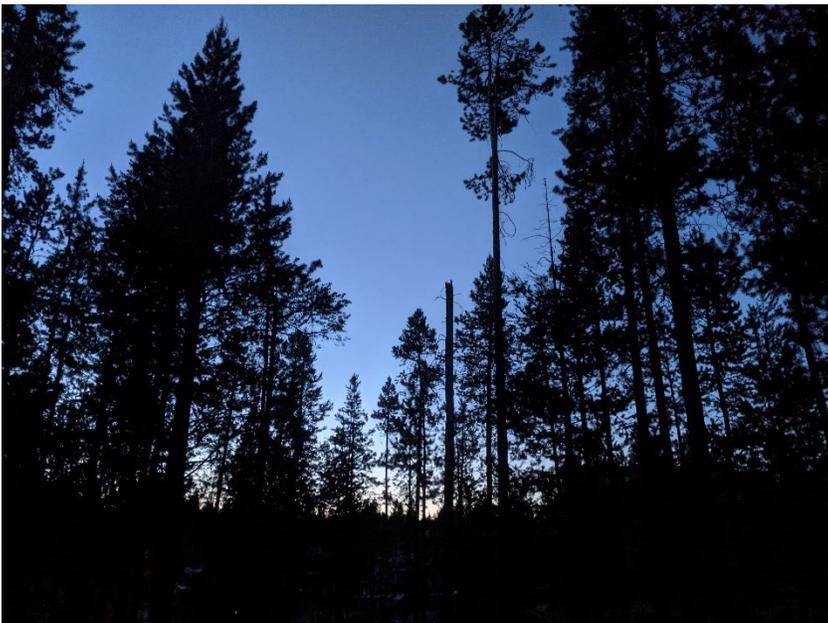
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## WORKING FOR THE CASCADE PACIFIC COUNCIL, BSA

The Cascade Pacific Council, BSA is an equal opportunity employer. In keeping with the policies of the Boy Scouts of America, the rules for acceptance and participation in the camp program are the same for everyone without regard to race, creed, color, national origin, sexual orientation, or disability. The Cascade Pacific Council, BSA fosters a culture of diversity and inclusion that makes it enriching to participate, volunteer and work in the Scouting program. We invite all people to get involved in Scouting, mindful of the importance of race, ethnicity, gender, sexual orientation, age, gender identity, socioeconomic status, religion, physical ability, and political belief. We are committed to creating a positive, safe, and welcoming environment for all, valuing diverse backgrounds, perspectives and experiences that will grow and strengthen our movement and continue to make us a valued contributor to the communities we serve.

*The policies in this guide are not to be construed as a contract of employment. We expressly reserve the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the company, and you may not rely on policies that have been superseded.*

## SECTION ONE - INTRODUCTION

### Welcome To Camp

Your hiring was not an accident. Not everyone who applied was hired. You proved to the interview team that you could be a strong contributor on the Cascade Pacific Council Summer Camp Staff. This guide will help you “be prepared” to serve on this outstanding team.

We have a long summer ahead of us. We will produce great programs that will touch and guide thousands of Scouts and adult leaders. There is no greater responsibility in Scouting. There is no greater satisfaction than doing it well. Welcome to camp! This will be a great summer.

### About This Manual

This handbook will help prepare you for your camp staff role this summer. Since it applies to several camps and several Scouting age levels, it was intentionally written in a general manner. The word ‘Scout’ is intended to stand for Cub Scouts and Scouts BSA members. ‘Leaders’ is meant to indicate all adult leaders including: Scoutmasters, Cubmasters and Den Leaders. Also, any reference to gender is applied with no intention of bias.

Read this manual with an understanding that it is intended to apply to a broad group of situations without sacrificing attention to each situation. Read it thoroughly; refer to it often, bring it with you to camp. It will help you to do your job in the best way possible.

## SECTION TWO – STAFF ORGANIZATION

### How Our Staff Stays Organized

For each camp’s staff in the Cascade Pacific Council a “Chain of Command,” provides clear structure about how the staff is organized, managed, and supervised. Your camp leaders will share this chart with you.

Your director is responsible for your performance, and you are accountable to your director for all camp expectations. Your director is your immediate source of help and support in your work. This structure balances staff morale, respect, and responsibility.

1. The camp staff generally functions in a democratic fashion, but the Camp Director’s word on any subject is final.
2. Scouting’s Youth Protection Policy and common sense require expectations for your sleeping, showering, and visiting arrangements while on camp property.

3. Per the required Workplace Harassment training (and the Scout Law), harassment of Scouts, leaders, and other staff members should always be reported and is not tolerated.

### What Makes a Great Staff Member?

- ◆ Attitude – Your attitude is contagious. Keep your desire to serve as sharp as you would a Scout axe or pocketknife. Find joy in serving!
- ◆ Personality - Personality traits of great staffers include patience, humor, inclusiveness, listening, respect, and enthusiasm.
- ◆ Work Ethic – The best camp staff work hard at their assigned role, and pitch in when they see something that needs to be improved anywhere in camp, even if they are not asked.

### Job Descriptions

Each person working at camp has a job title and a job description. Your job description helps you understand your main job role and to whom you report. Review the general job descriptions below to understand what other people in camp do and how their job is related to yours. There are additional duties that are not listed here for each position and all camp staff.

#### Camp Director:

Reports directly to the Director of Camping and or the Council Scout Executive. The Camp Director has full on-site responsibility for camp operation including:

- ◆ Budget control
- ◆ Hiring and training of all staff
- ◆ Supervising staff performance, making and changing assignments as necessary
- ◆ Reviewing daily camp operation and equipment
- ◆ Overseeing all ordering, business transactions, and records
- ◆ Directing activities of all staff members through the Program Director and Business Manager

#### Business Manager:

Reports directly to the Camp Director

- ◆ Supervises support staff and trading post
- ◆ Coordinates troop check-in and fee collection
- ◆ Manages camp finances and books
- ◆ Responsible for all ordering and business transactions
- ◆ Assists the Camp Director

### Camp Ranger:

Reports directly to the Camp Director

- ◆ Maintains and ensures safety of camp buildings, grounds, and equipment
- ◆ Oversees maintenance and operation of camp vehicles
- ◆ Supervises a regular preventative maintenance schedule
- ◆ Supervises maintenance staff

### Program Director:

Reports to the Camp Director

- ◆ Coordinates the operation of all program areas through the area directors
- ◆ Supervises all merit badge, program activities, and other instruction given by staff
- ◆ Assists in staff hiring and training
- ◆ Oversees camp program
- ◆ Continually evaluates staff performance and effectiveness of program
- ◆ Oversees Staff-in-Training (SIT) program

### Area/Station Director:

Reports to the Program Director

- ◆ Ensures that the area is properly set up, inventoried, maintained, and closed
- ◆ Trains and coaches assistants in teaching skills
- ◆ Coordinates area projects
- ◆ Supervises and coordinates area program and instruction of area merit badges or activities

### Area Assistant/Den Guide:

Reports to the Area Director

- ◆ Instructs area merit badges or activities and assists with area program
- ◆ Serves as Troop/Den Guide

### Health Officer:

Reports to the Business Manager

- ◆ Sets up and maintains Health Lodge
- ◆ Maintains inventory of supplies
- ◆ Supervises medical re-check for incoming campers
- ◆ Handles first-aid and emergency cases
- ◆ Documents all treatment given in First Aid Log

### Chaplain:

Reports to the Camp Director

- ◆ Responsible for coordinating Chapel services
- ◆ Attends to the spiritual and counseling needs of staff, leaders, and Scouts

### Commissioner:

Reports to the Program Director

- ◆ Serves as a “helper of units,” ensuring that troops and dens have a good experience
- ◆ Works with adult leaders to assess needs of the unit and assists in problem-solving
- ◆ Meets with troops, dens, and leaders several times daily to check on troop operation and needs
- ◆ Assists with special programs, including hikes, campfire, and camp-wide meals
- ◆ Assists with SIT program under direction of Program Director

### Staff-in-Training:

Reports to Area Director & Program Director

- ◆ Assists with merit badge and other instruction and with program in assigned area
- ◆ Assists Troop Guide

There are many individual duties that will be explained to each staffer at camp. Keep in mind that this listing is incomplete and general.

## SECTION THREE – WHY HAVE SUMMER CAMP?

There is a common purpose and method behind every part of the Scout camping program.

- ◆ Organized camping is an educational experience in outdoor living. It uses natural resources to contribute to the physical, mental, social, and spiritual growth of Scouts (staff, too).
- ◆ Camping contributes to health through balanced meals, companionship, good fun, sufficient rest, and supervised physical activities, which include hiking and organized sports.
- ◆ Camping contributes to mental growth through the challenge of the Scout advancement program, the assignment of responsibilities and duties to each Scout, and growth in self-sufficiency living away from home.
- ◆ Camping contributes to social growth as Scouts participate in camp-wide programs, design their own schedules, and experience living situations that help them build interpersonal relationships and problem-solving skills.
- ◆ Camping contributes to spiritual growth through chapel services, the closeness of nature, and the study of the natural world in which each Scout may develop their individual faith.

## Aims of Scouting and Scout Camping

It is the purpose of the Boy Scouts of America to provide for youth an effective program designed:

- ◆ To build desirable qualities of character.
- ◆ To train in the responsibilities of citizenship.
- ◆ To develop personal fitness.

The Scout camp is Scouting's outdoor educational center. Its purpose is to strengthen Packs and Troops by providing facilities and leadership that train Scouts and leaders in outdoor program activities and the Scout method of operation.

The camp is the laboratory of Scouting where the summer camp staff, unit leaders (adult and junior leaders), and Scouts work together to develop better Packs and Troops, qualified Scouters, and skillful, self-reliant Scouts and young adults.

## The Scout Method of Camping

The purpose of the council camp is to provide a learning experience for units, so they can plan and conduct their own program. The services of the camp staff are built to counsel and coach Scouts and leaders – not to run the program for them.

In council-operated camps, units learn to promote and conduct aquatics activities, nature programs, crafts, games, and use the patrol method.

The success of the overall program is measured by how well the unit learns to stand on its own two feet, to use its youth leaders, to train its own instructors in various skills, to acquire new interests that may serve to stimulate the building of a vital program for the coming year, and to strengthen individual Scouts.

## The Patrol Method at Camp

The patrol method is the one thing that makes Scouts BSA different from other programs for Scouts. It is as much a part of Scouts BSA as the Scout Oath and Law are. In other words, the patrol method is not ONE method, but the RIGHT method of operating a Scouts BSA program. It is the best choice because it is the Scouts' own way of organizing, the best way of accomplishing the aims of Scouting, the best way of running a troop, and a strong process to support Scouts' growth and development as leaders.

Patrol relationships provide the Scout with the best opportunity to learn teamwork and cooperation and to develop a deep sense of loyalty. This is where a Scout learns how to live in a democracy, as the Patrol is a small democratic group. The patrol method is the unique element in Scouting, and basic to good "Scout camping."

The patrol and youth leaders should have

responsibility for many decisions at camp. This develops leadership and helps Scouts gain a true understanding of the Scout program. Sometimes, the staff helps troop leaders understand how to support their youth leaders better. This is one of the most significant services which a staffer can render.

## The Den in Camp

Supporting the Den Leader is the most important thing that a staff member does at Cub camp. The den is the operating unit of a Cub Scout Pack and the leader of the den is responsible for the program and fun that their Cubs have. Dens are a natural place to start when thinking of Cub Scout programs.

## SECTION FOUR- WORKING SAFELY

### Employee Responsibilities

- A. Employees shall conduct their work in compliance with the safety rules contained in this code.
- B. All injuries shall be reported immediately to the person in charge or other responsible representative of the employer.
- C. It is the duty of all workers to make full use of safeguards provided for their protection. It shall be a worker's responsibility to abide by and perform the following requirements:
  1. A worker shall not operate a machine unless the guard or method of guarding is in good condition, working order, in place, and operative.
  2. A worker shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
  3. A worker shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or the setting up of a new job.
  4. Workers shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
  5. Workers shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jog, or another accessory.)

6. Workers shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or stored.
  7. Workers shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
  8. Workers shall not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which another worker is using.
- D. Workers must not work underneath or over others exposed to a hazard without first notifying them and seeing that proper safeguards or precautions have been taken.
  - E. Workers shall not work in unprotected, exposed, hazardous areas under floor openings.
  - F. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
  - G. Hazardous conditions or practices observed at anytime should be reported, as soon as practicable, to the person in charge or some other responsible representative of the employer.
  - H. Workers observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
  - I. Before leaving a job, workers shall correct or arrange to give warning of any condition, which might result in injury to others unfamiliar with the existing condition.

## SECTION FIVE – YOUR CONTRACT

You Represent the B.S.A.

The minute you become a staff member, parents, Scouts, and leaders have their eye on you. They want to know that you will represent the Boy Scouts of America in an upstanding way. Any misbehavior on your part may have long-standing repercussions for your camp, and for the public's impression of the BSA. Keep in mind that each camp does business with and receives donations from local organizations. Your behavior, on and off duty may affect those relations.

Introduction to Your Contract

In this section, we explain key details and policies of your contract. Every staff member in Cascade Pacific Council camps receives, signs, and is expected to follow a contract. Your contract describes the Council's expectations. It defines times, terms, rules, and guidelines of employment. Because the Boy Scouts of America promotes high standards among its youth and leaders, all employees are expected to hold to these high standards. Any failure to follow the Scout Law may cause termination.

The contract shows your position title and salary, as well as the starting and ending dates of employment. There is also a general overview of expectations listed. A "Code of Conduct" lists additional agreements and must also be signed by each staff member. The contract is based on the Scout Oath and Law. If you can live the Scout Oath and Law, you will do well as a staff member.

### Your Schedule

You will be notified by your Camp Director of the dates and times which you are expected to be in camp and on-duty. Every staff member will be provided twenty-four hours of time-off per week. Your contract contains your expected starting and ending dates.

*Scouts, leaders, and your fellow staff members are depending on you to be working for the full duration of your contract. Except for death or illness, any exceptions must be communicated in writing and agreed upon by your Camp Director before camp begins.*

### Uniform

Your camp will provide you with some staff clothing items. This may include a hat, staff shirt, and staff jacket. Staff members will be given the opportunity to purchase additional staff clothing so that they have enough to make it through each week.

In addition, each staff member provides their own required footwear and a full, official BSA uniform including shirts, shorts, and socks. Official uniform parts are available from the Northwest Scout Shop (503-243-5022), located in downtown Portland, Oregon. Costs of official uniforms and extra uniform parts are paid by the staff member.

### Registration

All staffers are required to be registered as Camp Staff with the Boy Scouts of America. See your Business Manager or Camp Director if you are unsure how to register. The BSA registration fee is paid by the staffer. *Proof of completing Youth Protection Training must be provided by Camp staff members.*

Medical Examination

By BSA National Standards, every camper, leader, and staff member in camp must have a current BSA physical exam form certifying their fitness for camp activities. This form contains your doctor's signature, your medical history, emergency medical information, and a parental release for emergencies. **The BSA Medical Form (Parts A, B, & C) is required for all Camp Staff members. Prior to camp, Staff must have a medical examination signed by a physician and completed after September 1<sup>st</sup> of the previous year to be presented on your arrival. The cost of the medical examination is paid by the staff member.**

### Pay Checks

We want to pay you in a timely accurate way. BEFORE YOU ARRIVE AT CAMP, make sure you complete and submit all required forms which include a W-4, I-9, permission slip, code of conduct, medical form, contract, and others to your Camp Director. For all employees in the United States, taxes and social security (FICA) are deducted from your base (gross) pay. Payroll is every two weeks. Your Camp Director will provide a pay schedule for the season.

### Residency at Camp

All staff are provided a shared space to stay at camp. This may be a tent, cabin/tent, or cabin depending upon what is available at your camp. Staff are expected to keep their living quarters in a tidy and safe condition. See "Section Nine-Living at Camp" for details.

### Regulations

The BSA takes the safety of its Scouts, adults, and employees very seriously. Like any employment camps have rules from governmental bodies and from our national organization that guide our activities for reasons of safety, liability, and protection of everyone in camp.

As an employee you are responsible for knowing and following these rules and reporting violations so they can be corrected. Your staff training and required certifications will get you familiar with these rules. Abuse or neglect of any of them may be grounds for dismissal.

### Property

Theft, abuse, or willful damage of any property that is not yours is unacceptable. Do not bring valuables to camp and do take measures to protect your property. The Cascade Pacific Council takes no responsibility for the safety of personal property.

### Termination

Your employment is considered "at will." Your employment may be terminated with or without reason and with or without notice. Terminations may be reviewed under the open-door policy of the Cascade Pacific Council.

The Council may also terminate your employment at any time if dissatisfied with your performance as outlined in this manual. Grounds for termination maybe any single or multiple violations of the guidelines and expectations in this manual.

While written notice is preferred, you also have the right to terminate your own employment at any time, as indicated in your contract.

### Alcohol, Drugs, Controlled Substances

Staff members must not use controlled substances, or prescriptions not issued in your name. Over-the-counter medicines must be used in compliance with your medical form. It is unacceptable for anyone to use or be under the influence of medical or recreational marijuana during any Scouting activity.

The use of alcohol by those over the age of 21 during time off is permitted, but never on camp property, and only if the use of alcohol does not affect their performance in any way upon return to duty.

Tobacco use by those under 18 is prohibited. Those over 18 using tobacco products are limited to areas the Camp Director designates, and not in the presence of Scouts or leaders. Evidence of tobacco use such as odors, stains, cans, or packs in pockets must not be noticeable in public camp areas.

Those of legal age may not purchase, furnish, or provide any controlled substance, alcohol, tobacco, or drugs to those under the legal age of use for those items; it is grounds for dismissal.

No staff member may indicate that they are using drugs or alcohol, either by bragging or acting as if they were under the influence. Bragging about or acting as if you are under the influence, even if you are not, portrays an improper Scouting image and is grounds for dismissal.

### Misconduct/Fighting/Language

Gross misconduct, unlawful, or improper conduct is unacceptable. Fighting of any kind is unacceptable. Staff use proper language. Any language thought to be marginal in nature will be avoided.

### Fireworks/Firearms/Weapons

The possession or use of any fireworks or personal weapons (including martial arts or archery gear) is prohibited on Boy Scout property. Personal weapons are not allowed on BSA owned ranges.

### Guests in Camp

Staffers are encouraged to invite family and friends to visit them at camp. However, all visitations must take place during time-off, and cannot interfere in any way with the duties of the staff member. Lodging for guests is not available in camp as a rule. Guests are encouraged to stay at local public or private campgrounds.

#### Travel To and From Camp

You are responsible for getting yourself to and from camp. Carpooling must follow the "Driver/Rider Form."

#### Relationships with Other Staff Members

It is important that you maintain good working relationships with all other staff members. Scouts look up to us, and it is important that we are positive role models. Fights and persistent arguments will not be tolerated. The Cascade Pacific Council is an equal opportunity employer and will not tolerate any form of sexual harassment, religious intolerance, corporal punishment or hazing of campers or staff members. If you see these, report them to your staff leader.

#### Personal/Intimate Relationships

Staff members/visitors may not be in the living quarters of someone of the opposite sex, except for married couples or in medical emergencies.

Interpersonal relationships cannot interfere with the operation of a positive environment for children. Your Camp Director will determine specific rules.

#### The Camp Trading Post

Your camp trading post accepts cash, checks, and debit/credit cards for personal purchases. All goods must be paid for at the time of purchase. We do not offer credit or discounts of any kind, even for our staff. There are no "tabs" for staff gear or trading post purchases. All purchases for camp programs, food, or maintenance need to be preapproved by the Business Manager or Program Director.

#### Waiver

As a Staff member of Cascade Pacific Council, you agree in your contract to waive all claims of any kind against the Boy Scouts of America, and the Cascade Pacific Council, and employees or representatives of these organizations.



## SECTION SIX – YOUR PROGRAM AREA

Your program area is the place where you will spend most of your time while at camp. Whether at the waterfront, crafts, or kitchen, for those working there that area is the most important area in camp. Each area serves Scouts in its own way and each is an area in demand by our customers. It is important that each staff member takes an interest in making their area run in a way that best attracts and serves our Scouts.

#### Making Your Program Area Attractive

- ◆ Figure out what tools are on hand...ask for what you need to make it better.
- ◆ Be welcoming. How will you greet every Scout?
- ◆ Post signs that help Scouts and leaders know what to do and what happens in your area.
- ◆ Develop a system for checking equipment in and out. Secure your area when closed.
- ◆ Have a trash container; keep your area neat.
- ◆ Change things during the week to add surprise.
- ◆ Use gimmicks, special events and contests.
- ◆ Keep it simple; make it fun. Put your area's best foot forward. Decide on what makes it special and get the word out!

#### Lesson Plans

If you have taken adequate time to prepare a lesson plan you should know exactly what to do. Here are some tips to create an exciting blueprint for learning:

- ◆ Start with the end in mind...what skills and knowledge will help Scouts understand your topic?

- ◆ Use the EDGE Method in every lesson.
- ◆ Combine requirements into active, hands on learning activities. Include experiments, games, puzzles, constructions, or hikes outside your area of camp.
- ◆ Divide the subject matter or requirements into number of sessions that you will be teaching.
- ◆ Arrange the sessions so the first becomes the foundation and session that follows builds on the previous one.
- ◆ Have a main theme or idea for each day's learning.
- ◆ Include Scouting literature
- ◆ Avoid lecture or outside reading. Rarely are these the best way to learn a thing.

Your rank and experience are your "diploma" in Scouting. Use what you know to get your information across to the Scouts you teach.

#### To make a discussion a successful one:

- ◆ Announce the subject in advance.
- ◆ Arrange your audience comfortably.
- ◆ Have and share an introduction to the topic and ground rules.
- ◆ Work to draw out what your learners know...have/ask lots of questions.
- ◆ Contribute your own ideas, but avoid dominating the discussion, even if you are the leader or expert. Encourage contributors but discourage speechmakers.
- ◆ "Bend" the flow of conversation but avoid abrupt changes. Be smooth!
- ◆ Wrap it up by asking or summarizing main points.

#### Teaching Skills

- ◆ Be able to perform the skill yourself. Practice!
- ◆ Break the learning process into a series of steps.
- ◆ Work with a small group of learners when you can
- ◆ Find an area free from distractions.
- ◆ Find out what the Scouts already know and what they want to know...the best learning is self-motivated!
- ◆ Set up a learning-by-doing process; let them try and fail at the skill. Encourage them to think about how to improve. Gently correct obvious mistakes. Offer encouragement if frustration appears to be setting in.
- ◆ Never correct Scouts in a sarcastic manner.
- ◆ Through positive remarks, encourage Scouts about their progress. Point out

the completion of each step and recognize steps done particularly well. If a Scout appears to catch on fast, recruit them to help others still learning.

- ◆ Urge Scouts to practice and perhaps even to teach others once they have mastered the skill you are teaching.
- ◆ Use words, pictures, and other visual aids to make camp lessons come alive.

## SECTION SEVEN – PROGRAM SKILLS

### Camp-wide Activities

Each camp in the Cascade Pacific Council has its own schedule and traditions. However, each camp holds camp-wide activities: games, campfires, and ceremonies. Learning the skills that follow will help you contribute quickly to your camp's activities.

Here are some brief thoughts about guiding a group of people or understanding group situations:

- ◆ Have a good reason for what you ask of a group. Share the "why" when you can.
- ◆ Give people time to react to your directions.
- ◆ Give choices as much as possible.
- ◆ Be inclusive. 'Cliques' or limited social groups are hurtful. Whatever you do, wherever you go, strive to see that all are welcome.
- ◆ Be honest in what you say and do. Once an untruth is discovered, the repair job on your integrity is expensive.
- ◆ Consider possible outcomes, both good and bad, before they become realities. Stay a step ahead of those you lead, but not so far ahead that they lose track of your direction.
- ◆ Set the pace. Be the role model!
- ◆ Find positive ways to lead. Physical punishment is unacceptable. Pushups, running laps, demeaning tasks, and corporal punishment are forbidden forms of leadership.
- ◆ Be consistent and fair in the discipline of Scouts.
- ◆ Scouts should be referred to their Scoutmaster or Den Leader for discipline. It is up to adult leaders to control the behavior of their troop/den members.
- ◆ When you lose your temper, you lose long-term status and respect.

## Leading Songs, Skits, and Stunts

Songs, Skits, and Stunts create enthusiasm and set moods for campfires and other Scout activities. Choose them with care and know them well enough to perform and teach them. When we perform, it is easy for our enthusiasm or exaggeration to take our performance too far. When this happens, instead of achieving the Aims of Scouting, we can leave people out of the fun. Use your role to lead for the best.

While leading skits, songs, and stunts:

- ◆ Keep Scouting standards
- ◆ Speak up without shouting.
- ◆ Use the fire to illuminate your activity.

As a song leader, follow these hints for success:

- ◆ Quiet the audience / Get their full attention
- ◆ Say, "We are going to sing (name of song)"
- ◆ Teach the part you want them to sing...always!
- ◆ Give the starting pitch and keep on key
- ◆ Keep time with your hand or arm
- ◆ Project an attitude consistent with the song

Stay away from these pitfalls:

- ◆ Asking a group what song they want to sing.
- ◆ Showing a negative attitude or no enthusiasm.
- ◆ Asking "Do you know (\_\_\_ song)...they don't.
- ◆ Screen Skits and Songs for the following:
  - ✓ Name Calling, put-downs, Hazing
  - ✓ References to undergarments/nudity/bodily functions
  - ✓ Cross-gender impersonation
  - ✓ Derogatory references to or stereotyping of ethnic or cultural backgrounds, genders, economic situations, or disabilities
  - ✓ Sensitive social issues such as alcohol, drugs, gangs, guns, suicide, etc.
  - ✓ Wasteful, ill-mannered, or improper use of food or water including wasting food in ANY way for comedic purpose
  - ✓ Inside jokes that exclude some of those present
  - ✓ Cultural exclusion – emphasis on the culture or faith of part of the group while ignoring the rest of the group
  - ✓ Parodies of hymns, spiritual, or patriotic songs.
  - ✓ Embarrassing ANYONE – including staff or audience members (even if they are "in on it")

When part of the audience, help the leader to be successful by setting an example. Even if you know a different version of a song, follow the leader's version. A Scout may be doing a skit for the first time, your attention and applause may be the highlight of their time at camp! When not on stage, you are still being watched by Scouts for your positive example.

## Games

Games are an integral part of the Scouting experience. Contests between individuals or teams build self-confidence, fitness, teamwork, and skill. The games you lead will go better if you:

- ◆ Plan. Keep it simple. Make it fun.
- ◆ Name the game. Explain the rules and purpose, and ask for questions.
- ◆ Have a safe playing area.
- ◆ Have enough equipment on hand.
- ◆ Fit the game to the group.
- ◆ Stop any game that starts to get out of control.

## Storytelling

Your body and voice are your tools when you tell stories. Appropriate phrasing, word pictures, and gestures can add dramatic effect to a story.

Include action and incidents capable of being described in vivid language. A good story, even an inspirational one, should have a fast start and an interesting end. Here are some pointers:

- ◆ Try the story out on a friend first.
- ◆ Look for the right opportunity to tell the story.
- ◆ Focus audience interest with your first sentence.
- ◆ Have a sense of time.
- ◆ Be the character(s). Show their feelings with gestures.
- ◆ Tell the story in a language that the audience understands.

A good story can lead the imagination of the audience around the corner...or around the world.

## SECTION EIGHT – EMERGENCIES IN CAMP

An emergency is any situation that places anyone in immediate danger. Specific emergency procedures and your role will be covered at camp as a part of your training.

In an emergency, you may be called day or night to: look for a lost Scout, fight a fire, help care for a sick person, or cover work of a staff member who is sick or injured.

In all emergencies, the Camp Director is in charge. Unless directed differently by management, all staff maintain normal routines to keep the situation calm. Emergencies can bring out confusion and fear in people. Your ability to remain calm helps Scouts and leaders do the same. Communicate carefully so you do not pass along rumors or "what you heard" about any incident. When the incident is over, everyone will be informed of the situation and its conclusion.

## SECTION NINE – LIVING AT CAMP

This summer you will: work hard outdoors, be around hundreds of people, and get dirty. Because of this, and, well, germs, every summer staff members get sick. You can control your rest and cleanliness so that your summer is as enjoyable and healthy as possible. In short, wash your hands, get your rest!

### Sleep and Rest

Workdays at camp are long. Even when you lose sleep hours, you will probably have to do a full day's work the next day. Many staff jobs involve working with, in, or around: fires, deep water, sharp tools, power tools, motor vehicles, firearms, poisons, climbing gear, boiling water, firearms, and medicine. Misuse or disregard for safety with these can create dangerous situations. A mind clouded by lack of sleep cannot make the best decisions. Bragging about how little sleep you are running on is a sign of immaturity, not maturity.

At camp you will be exposed to dampness, varied temperatures and the coughs and colds of campers each week. The less sleep you get, the less you can resist illness; and you cannot work if you are sick. Then other staff members must assume your duties, increasing their workloads and decreasing their own rest. Do all you can to remain as healthy as possible. Get enough rest. Show courtesy to fellow staffers when they are at rest.

### Your Living Quarters

Your living quarters is your home away from home for you and your roommates. Unwanted guests like rodents, bugs, and germs may also keep you company if you leave invitations for them like food containers, dirty clothes, and open doors. Keep it clean to avoid illnesses and to have a nicer place to start and end your days.

Make an agreement with your roommates about how to keep your space clean. It does not take much time, and you will have a better summer together as a result.

You are also responsible for keeping your living area safe. Candles, a shirt thrown over a lamp, or an outlet overfilled with plugs are all fire hazards. A rug

with a curled edge may trip someone, and a nail head not hammered in can rip a foot badly. Take time to survey your living quarters for safety.

Illegal drugs and alcohol are not permitted in camp. Tobacco (including chew) are not permitted for youth under the age of 18. Your living quarters are subject to inspection at any time. All buildings in the Cascade Pacific Council are smoke and flame free.

### Personal Hygiene and Showers

The Scout Law says, "A Scout is Clean." This can be a challenge at camp. Personal hygiene is essential for everyone on the staff. For your health and safety, you need to keep yourself, your clothes, and your living quarters clean. This includes washing your hands frequently and thoroughly.

Showers are provided in each resident camp. There may be a schedule for use of the showers to comply with BSA National Standards. Staff members should shower daily to keep themselves clean.

### Laundry

It is important and sometimes challenging to keep your uniforms clean and ready for your next work duties. Our resident camps have limited laundry facilities that you may use, or you may opt to clean your clothes in a local laundromat on your time off.

Add your name or mark all your clothing since staff have many of the same items. Move your laundry through efficiently, so others have access to the machines. Staff often collaborate to help everyone's laundry move through the process.

Your camp leaders will explain the details of your camp's facilities.

### Emotional Self-Care, Conflict, and Open-Door Policy

Stress is a normal part of life and work. Making a plan that works for you and finding healthy outlets for stress is an important part of your time at camp, as well as an awesome life skill. Some examples of healthy stress relief include exercise, prayer, meditation, play, caring for others, and talking with trusted friends and advisors.

You may find that you cannot reduce your stress on your own. When that happens, many find it difficult to ask for help. It is one reason why it is so important for staff members to take care of each other, and to make an extra effort to reach out to those who seem to be struggling.

If you ever find yourself overwhelmed in your work at camp or by situations outside of camp that impact you, know that while they are not counselors, our Camp Directors, Business Managers, Program Directors, and Camp Chaplain are equipped to

support you. Besides being good listeners, they have access to outside resources. Your part is to ask for help when you find yourself stuck in stress.

Conflict can also arise at camp. Whether leaders, scouts, or co-workers disagree, this type of stress tends to be more visible and can be especially toxic to a camp staff.

As staff members if you find yourself in conflict with others you are expected to:

1. Speak directly and privately with the person you disagree with (repeatedly if necessary) without complaining about them to others.
2. Be willing to listen to the other persons' perspective. They may have more information that could change your view.
3. If you find yourself unable to settle your differences, go to your supervisor, together if possible.
4. If you find yourself getting out of control, move away from the situation and refer to #3. Violence or screaming matches are not acceptable camp problem solving techniques.

Our camps have an "open door policy" for staff member concerns. This means that when you have a concern, suggestion, or complaint, you may attempt to resolve the problem with your camp leadership and expect to be heard and receive a response in a timely manner. You may also appeal your concern up to and including the Scout Executive's Staff and the Scout Executive, and expect to be heard, and to receive a response.

### Appearance

In everyday life, many of us express ourselves through our outward appearance. But for any team, sport, band, or workplace, a uniform appearance helps us to be recognized as representatives of that team, united by key expectations. The team member who chooses a "look at me" appearance separates themselves from that team's unity, representing themselves ahead of the team.

At camp, we want our team to be known for substance over style, and for attitude over attire. We want our Scouts to remember us for how well we represent the Scout Oath and Law and function as a united team. Camp is not the place to experiment with extreme hair, jewelry, or distorted or dirty uniforms as these take away from this unity in Scouting's values. Campers look to camp staff as personal role models. If your unique presentation of the Scout uniform, or personal grooming and cleanliness distract from that, you will be asked to change it.

### Time Off

When the Camp Director says, "Have a great weekend, and we'll see you tomorrow!" what should you do next?

First, your area of camp should be squared away. Good planning will allow you to do this before your off time. Whatever needs to be put away, locked up, washed, or thrown away should be dealt with properly.

Second, if you have been responsible for guiding a troop, that campsite needs to be in top shape. If you plan, this can be done already. If not, it must be taken care of before you start your time-off.

Next, your living quarters deserve attention. Take out trash, recycle empty pop cans (you will not believe what is growing in there), do your laundry, and air out your bedding to prevent sickness and give you a nicer place to live. Now, what to do?

If you are leaving camp:

- ◆ Sign-out. Remember to sign-in when you return. In case of emergency, we need to know where you are.
- ◆ Make sure your travel arrangements meet all the driving requirements you (and your passengers) must follow.
- ◆ Remember that your camp staff agreement is in effect even when you are out of camp. Failure to stick to its terms is grounds for dismissal.

If you are staying in camp:

- ◆ Check out the camp program that is staged by the duty adults in charge for the weekend.
- ◆ Clean up after every bit of fun and food you enjoy. Respect others' living quarters, program areas, and ESPECIALLY the kitchen. When the kitchen crew returns, they must prepare both lunch and dinner right away. Your dishes and food scraps are your responsibility.



**Avoid These During Your Time Off**  
*(we know these because we have seen them...  
you're welcome!)*

- ◆ Thinking you will not get caught...the trees have ears.
- ◆ Spending your entire 24 hours off wide awake.
- ◆ Spending a large chunk of your time off driving to and from far away places.
- ◆ Being irritatingly zany in our local towns. Local towns recognize our camp staff on their weekends. Help us keep our positive image in the community so we can continue to have great relationships year-round with local businesses.
- ◆ Getting parking, speeding, or any other kind of citation. The Camp Director is not obligated to let you out of camp to appear in court.
- ◆ Spending all your money, leaving none for your next time off.

At the time specified by the Camp Director, you must be on site, clean, properly dressed and equipped, and ready for action. Walking in at the last moment dirty, overtired, out of uniform, or unprepared starts the session negatively. Plan so you are ready to return to work without rushing yourself.



**What to Bring to Camp**  
*Essential items for resident camp staff:*

- Sleeping bag and blankets
- Uniform, two full sets recommended
- Pajamas
- Work clothes: jeans, sweaters, coat, gloves, etc.
- OA Sash (if an Arrowman)
- Swimsuit
- Toiletries (toothbrush, razor, shampoo, soap, etc.)
- Towels (at least 2)
- Laundry bag and laundry soap
- Scout Handbook and books for teaching
- Chap Stick
- Folding pocketknife or Leatherman-style knife (Not sheath knives)
- Flashlight
- Writing supplies, notepad, etc.
- Hiking Boots
- This Staff Manual
- Copy of your contract
- Copy of your medical form

**Other items you may wish to bring:**

- Costume items for campfire
- Compass
- Sunglasses
- Sunscreen
- Running Shoes
- Fishing Gear (at some camps)
- Clothespins
- Thumbtacks
- Portable music speaker
- Spending money
- Small lock box
- A trunk to keep your stuff in

**What to Leave at Home**

*In short, items that are valuable, illegal, immoral,  
or overkill for your brief times of recreation*

- Firearms or ammunition of any kind
- Weapons of any kind
- Sheath knives
- Fireworks of any kind
- Controlled substances (drugs or drug paraphernalia)
- Refrigerator
- Heaters
- Electric Blankets
- TV's/ Computers, etc.
- Candles or any flame lantern

## THE SCOUT LAW AS IT APPLIES TO CAMP STAFF

The principles set forth in the Scout Oath and Law guide every program at camp. By modeling these virtues to Scouts and peers, Camp Staff members become heroes, role models, and examples worthy of following. Your time on camp staff is among the best to practice being your best self in all you do.

### A Scout is Trustworthy

Whether you are leading a hike or fixing a leaky pipe, much of your day may be spent well away from other camp staff members. Your fellow camp staffers need to be able to depend upon and believe in you, your word, and your performance level. Do what you say whether it is seen or not.

### A Scout is Loyal

Observe and consider what serves the Scouts and your fellow staff members as you go through your day. Speak positively about your camp and fellow staff members. Bring concerns to someone who can help change them.

### A Scout Is Helpful

Opportunities to help are everywhere at camp. Find things to do that go beyond your assigned camp duties. Help someone finish their work sooner, pick up litter, give directions, encourage a staff member or lonely scout, or simply share a smile.

### A Scout is Friendly

Ten words about friendliness. Say hello. Smile. Shake hands. Make eye contact. Use Scouts' names. Did you count eleven words instead of ten? Good! Be just as attentive to the needs of every Scout and leader as their friendly, patient, dedicated staff.

### A Scout is Courteous

Courtesy shows outwardly that you value those around you. Words like, "please, thank you, after you, no problem, and I'm sorry," all show people they are important to you. Likewise, snarky talk, mocking, and making fun of errors or weaknesses do just the opposite. Little actions go a long way.

### A Scout is Kind

Kindness is so much more than being nice. It is how we take care of others. Scouts care about the feelings of others, respect differences, and protect those who are being mistreated. Choose kindness.

### A Scout is Obedient

Carry out your responsibilities to the best of your ability. Ask when you do not understand what is expected as you learn to do your job better. You will have opportunities to cut corners or deliver less than a best effort because you will often work on your own. Do not take them.

### A Scout is Cheerful

Cheerfulness is as contagious as any disease. It can be spread across a dining hall or campfire bowl in moments. On the other hand, easily crushed by harsh words and looks. Find reasons to spread cheer among staff and campers.

### A Scout is Thrifty

Protect and conserve the equipment and resources of camp. Tomorrow's program budget depends on today's wise use of program supplies. Also, consider your part in conserving camp water, electricity, firewood, and other resources. Use only what you need.

### A Scout is Brave

It can be hard to do the right thing when someone around you is not. It is hard because bravery sometimes means correcting or confronting friends, co-workers, or Scouts. It can also mean reporting or resisting the temptation of activities that look fun but go against your contract or morals.

### A Scout is Clean

Clean habits at camp make your stay better. They apply to your space, your body, and your mind. Avoid conversations that lower your morals. Set routines to clean your tent or cabin, and for showering or cleaning up. It is not unusual for sickness to spread quickly through a camp staff. Finding the time for cleanliness can be inconvenient but is worth it!

### A Scout is Reverent

Take time to nurture your faith at camp. Scouts, leaders, and staff members will have different ideas about who God is, how faith works, how we all came to be, and what our future holds for us. Rather than being a problem, camp can be a wonderful place to learn about others' beliefs and understand your own.

And Finally...

Being chosen for camp staff is an honor and a heavy responsibility. Since the 1920s, the Boy Scouts of America have operated excellent camps in the Pacific Northwest: Camp Clark, Camp Baldwin, Butte Creek Scout Ranch, Camp Meriwether, Camp Pioneer and NYLT. Each of these camps will influence many hundreds of Scouts this summer and collectively, we will assist more than six thousand Scouts in their quest for fun and learning.

There is something special about Scout camp. People remember our camps as places where something special happened. It is hard to explain, but impossible to forget. Thousands of adult volunteers give their time and money to support our camps. They do so for the Scouts, for that dream of something special, and because many of them were staffers just like you.

History and tradition alone will not create lifelong memories for our guests. Drawing upon your physical strength, Scouting knowledge, pride, enthusiasm, and common sense, you are going to create those memories for our guests...memories of good food, great friendships and the love and laughter that are Scouting's most well remembered trademarks.

During the hard work, early mornings, and late nights you will build memories of your own. Years from now, someone will ask you about Scouting, and you will say, "I was a staffer!"



