

TANAH KEETA SUMMER CAMP STAFF HANDBOOK



Tanah-Keeta Scout Reservation Gulf Stream Council, BSA

This handbook contains the present personnel policies and practices of the Gulf Stream Council, BSA and is provided for the guidance of its seasonal employees. These policies and practices may be changed without notice. The camp management retains the sole discretion to modify, delete, or add to this handbook, in writing, at any time. When such amendments are made, each employee will be provided with a written statement of the amendment from an authorized member of management, and will be required to acknowledge they have received and read the amendment. None of these policies or procedures can be amended, altered or modified in any way by oral statements. No policy or practice described in this handbook constitutes or should be relied on as a contractual obligation of the Gulf Stream Council, BSA to its employees or to any other persons. In addition, nothing in this handbook guarantees any specific term of employment or otherwise limits the rights of the Gulf Stream Council, BSA or its employees to terminate their relationship at any time with or without reason. This camp staff handbook replaces and supersedes all previous handbooks and supplements, and takes precedence over all previous conditions of employment. To avoid confusion, discard all previous camp staff handbooks.

CIVIL RIGHTS STATEMENT

In keeping with the policies of the Boy Scouts of America, the rules for acceptance and participation in camp programs are the same for everyone without regard to race, sex, creed, color, national origin, age, or disability.

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All application materials, schedules, reservation information, program descriptions and relevant forms for Tanah Keeta Summer Camp can be downloaded from the Gulf Stream Council's official website at:

www.GulfStreamCouncil.org

Dear Staff Member,

Congratulations!

You have been selected to be a part of Summer Camp Staff for Gulf Stream Council's Tanah-Keeta Scout Reservation. You can be proud to be a part of a Camp with over 50 years of history and tradition. You will be challenged to meet and uphold these traditions, and build new and exciting memories. We are confident that you will exceed our expectations. This staff handbook has been prepared to give you a better idea of what staff life will be like and how to make the most of your opportunities. It is the responsibility of each employee to read and understand this handbook. If anything is unclear to you, please ask for an explanation. Personally, you will have the chance to make new lifelong friends, enjoy an experience that will remain for a lifetime, and play a major role in making a difference in the life of Scouts. We as a staff have the challenge to make this the greatest year ever, and you have been chosen to make this a successful and rewarding Summer Camp season. This is your chance to share your skills and knowledge with others. Please, share this handbook with your parent(s) or spouse, since it may help answer many of their questions. Again, welcome and congratulations! We look forward to working together with you. Best wishes for an outstanding summer.

Yours in Scouting,

Shannon Paul Wiley

Tanah Keeta Summer Camp Director

Introduction

Summer Camp is Scouting's outdoor education center. Its purpose is to serve chartered organizations by providing facilities and leadership for training units in outdoor program activities and Scout method operation. Camp is the laboratory of Scouting where the council leaders, unit leaders, and Scouts work together to learn the best that Scouting has to offer in developing better units, qualified leadership, and skillful, self-reliant young men. Here a boy learns how to live in a democracy by working in the patrol and troop. The camp must also be a practical demonstration area for their best conservation practices. One type of activity should not be way out of proportion. It is up to each staff member to see that the proper balance is maintained and that each Scout has the opportunity to participate in some of these activities. There is a common thread of purpose and method that runs through every part of the camping program of Scouting. Our aim is to clearly define that thread in each part of the program so that the purpose of Scouting will be made clear and the common methods followed will unify the camp staff as a team dedicated to the highest ideals in service.

What camping is and what camping does are described here to remind us of our goals:

- Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.
- Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
- Camping contributes to the social development by providing experiences in which campers learn to deal practically and effectively with living situations.
- Camping is an experience in citizenship training, providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
- Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their well-being.

WHY A CAMP STAFF?

Every Scout unit in camp must have a program of fun and adventure with value to every participating Scout. To accomplish this objective, the staff works in several fields of leadership:

- Helping train unit leaders to make their program fun and effective.
- Counseling unit leaders for a complete understanding of the purpose of camping.
- Counseling with unit leaders to make the patrol method work.
- Providing instruction in aquatics, personal fitness, camp-craft, handicraft, and field sports.
- Helping every boy, by example and through personal effort, to have a happy, memorable and worthwhile camp experience.

Always remember that the goal of Camp is to assist every unit to have fun-filled and rewarding experiences in Scouting by assisting the adult and boy leadership of those attending. To accomplish this will require the full talents and dedication of every staff member beyond the written requirements of their job.

THE STAFF WORKS AS A TEAM TO PROVIDE THE BEST CAMP EXPERIENCE POSSIBLE FOR EVERY CAMPER!

The staff's first and greatest responsibility is assisting the unit leader and boy leadership to accomplish what they would like to have accomplished while their unit is in camp. The unit leader remains in full charge of his unit. One of the main objectives of any camp is to build strong units by having Scouts operate their regular patrols. The patrol method is the only Scout method. Each staff member should demonstrate certain basic qualities and live by the highest Scouting standards. He/she must show evidence of acceptance of the Scout Oath and Law as guiding principles in daily life. He/she must practice good sportsmanship, play the game, and be consistently resourceful at times of special need. Set a good example by wearing the Scout uniform, by a positive attitude, and by clean habits and speech.

THE SCOUT OATH & LAW AS THEY PERTAIN TO CAMP STAFF

While on camp staff, it is hoped that you will make new friends, enjoy the summer and, above all, contribute in some measure to the growth and welfare of the Scouts you will be serving. Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary. The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

SCOUT OATH

On my honor . . .

By giving your word, you are promising to be guided by the ideals of the Scout Oath.

. . . I will do my best . . .

Try hard to live up to the points of the Scout Oath. Measure your achievements against your own high standards and don't be influenced by peer pressure or what other people do.

...To do my duty to God...

Your family and religious leaders teach you about God and the ways you can serve. You do your duty to God by following the wisdom of those teachings every day and by respecting and defending the rights of others to practice their own beliefs.

. . . and my country . . .

Help keep the United States a strong and fair nation by learning about our system of government and your responsibilities as a citizen and future voter.

America is made up of countless families and communities. When you work to improve your community and your home, you are serving your country. Natural resources are another important part of America's heritage worthy of your efforts to understand, protect, and use wisely. What you do can make a real difference.

. . . and to obey the Scout Law; . . .

The twelve points of the Scout Law are guidelines that can lead you toward wise choices. When you obey the Scout Law, other people will respect you for the way you live, and you will respect yourself.

... To help other people at all times; ...

There are many people who need you. Your cheerful smile and helping hand will ease the burden of many who need assistance. By helping out whenever possible, you are doing your part to make this a better world.

... To keep myself physically strong, ...

Take care of your body so that it will serve you well for an entire lifetime. That means eating nutritious foods, getting enough sleep, and exercising regularly to build strength and endurance. It also means avoiding harmful drugs, alcohol, tobacco, and anything else that can harm your health.

... mentally awake, ...

Develop your mind both in the classroom and outside of school. Be curious about everything around you, and work hard to make the most of your abilities. With an inquiring attitude and the willingness to ask questions, you can learn much about the exciting world around you and your role in it.

... and morally straight.

To be a person of strong character, your relationships with others should be honest and open. You should respect and defend the rights of all people. Be clean in your speech and actions, and remain faithful in your religious beliefs. The values you practice as a Scout will help you shape a life of virtue and self-reliance.

SCOUT LAW

"A SCOUT IS TRUSTWORTHY, LOYAL, HELPFUL, FRIENDLY, COURTEOUS, KIND, OBEDIENT, CHEERFUL, THRIFTY, BRAVE, CLEAN, AND REVERENT."

A Scout is Trustworthy.

A Scout tells the truth. He is honest, and he keeps his promises. People can depend on him.

A Scout is Loyal.

A Scout is true to his family, friends, Scout leaders, school, and nation.

A Scout is Helpful.

A Scout cares about other people. He willingly volunteers to help others without expecting payment or reward.

A Scout is Friendly.

A Scout is a friend to all. He is a brother to other Scouts. He offers his friendship to people of all races and nations, and respects them even if their beliefs and customs are different from his own.

A Scout is Courteous.

A Scout is polite to everyone regardless of age or position. He knows that using good manners makes it easier for people to get along.

A Scout is Kind.

A Scout knows there is strength in being gentle. He treats others as he wants to be treated. Without good reason, he does not harm or kill any living thing.

A Scout is Obedient.

A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobeying them.

A Scout is Cheerful.

A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

A Scout is Thrifty.

A Scout works to pay his own way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

A Scout is Brave.

A Scout can face danger although he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

A Scout is Clean.

A Scout keeps his body and mind fit and clean. He chooses the company of those who live by high standards. He helps keep his home and community clean.

A Scout is Reverent.

A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

AGREEMENT

A signed employment agreement is mandatory. This agreement explains the terms for employment and is signed by all who serve on Camp Staff.

EMPLOYMENT POLICY - AT WILL EMPLOYMENT

All employees of the Gulf Stream Council are employees at will, and as such, are free to resign at any time with or without reason. Similarly, the Gulf Stream Council may terminate the employment of any employee at any time with or without reason. This handbook is provided to all seasonal employees of the Gulf Stream Council so that they may be informed of its current employment policies. It is not an agreement or legal guarantee that the Gulf Stream Council will continue any policy or practice described herein. No supervisor, manager, or employee of the Gulf Stream Council, other than the Scout Executive, is authorized to promise or agree on behalf of the Gulf Stream Council to any limitation on any employee's right to resign or the Gulf Stream Council's right to terminate employment at any time with or without reason or advance notice. If any employee believes for whatever reason that he or she cannot freely resign from employment with the Gulf Stream Council, or that the Gulf Stream Council may not, because of some written or oral statement, representation, or promise made to the employee, terminate his or her employment at any time without reason or advance notice, he should immediately inform the Council Executive. The failure to do so constitutes the employee's acknowledgment of and agreement to employment on the terms and conditions stated in this policy.

EQUAL EMPLOYMENT OPPORTUNITY

Gulf Stream Council and Tanah Keeta Summer Camp are equal opportunity employers. Gulf Stream Council makes all employment decisions on the basis of merit. We want the best available person in every job. Gulf Stream Council and Camp policy prohibits unlawful discrimination based on race, religion, color, national origin, ancestry, sex, marital status, age, disability, or medical condition (except where physical fitness is a valid occupational qualification), or any other consideration made unlawful by federal, state, or local laws. Gulf Stream Council and Tanah Keeta Summer Camp are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the camp and prohibits unlawful discrimination by any employee of the camp, including supervisors and coworkers.

REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the camp will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee. Reasonable accommodations are those that will not create an undue hardship to the Gulf Stream Council, or Tanah Keeta Summer Camp. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Camp Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The camp then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job.

The camp will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the camp will make the accommodation. If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Camp Director as soon as possible. If the complaint relates to the Camp Director, provide your complaint to the Gulf Stream Council Scout Executive. Your complaint should be specific and should include names of the individuals involved and the names of any witnesses. The camp management will immediately undertake a thorough and objective investigation and attempt to resolve the situation. If the camp determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you and the camp will take appropriate action to remedy any loss to you as a result of the discrimination. The camp will not retaliate against you for filing a complaint and will not willingly permit retaliation by management, employees or your coworkers.

SALARIES

Salaries will be paid on a regular schedule by council payroll check, beginning one week after the start of the first week that staff reports. Salaries have been set based on the position, past experience, age, skill and knowledge of each staff member. As part of your salary, board and lodging will be provided for each member of the staff. Discussion of salaries among the staff can lead to misunderstandings, and therefore, it is prohibited. Please direct your specific payroll questions to the Camp Director. Final payroll will be issued to each staff member when all responsibilities have been fulfilled and all equipment and facilities used are returned in good working condition.

INSURANCE

Worker's Compensation Insurance will cover all work-related injuries/illnesses. Each incident must be brought to the attention of the Camp Health Officer and entered in the Camp Staff First Aid Log immediately! Any activities not sanctioned by the camp, which cause injury or reactivation of a chronic condition will be at the expense of the employee. Non-job related illness or injuries are the responsibility of the staff member and or their parents (if under 18) for medical care requiring treatment beyond the skill level of the Camp's Health Officer. Any staff member with an injury that requires care beyond the capabilities of the Camp's Health Officer will be sent to the nearest urgent care facility for treatment.

HEALTH

- Whenever staff members feel ill or incur an injury of any type, they must report to the Camp Health Officer immediately.
- Staff members should not attempt first aid on themselves as the sole means of treatment.
- Like the staff, any injury or illness of a camper must be reported to the Camp Health Officer.
- Staff members are expected to get enough rest to prevent fatigue, illness and injury. If staff is not getting enough sleep, the director, at his discretion, will set an earlier lights out and curfew.

WORK SCHEDULE

Your work schedule will be determined by the Camp Director and is subject to change as conditions warrant. These changes are up to the discretion of the Camp Director. It is the responsibility of the staff member to check the posted work schedule for his/her specific

assignments. The camp operates under the labor standards and laws of the State of Florida. If you or your parents have any questions regarding this please contact the Camp Director.

WORK HOURS - TIME OFF

- Each staff member will be given one 24-hour period, during each one-week session as a day off. From 11am Saturday to 11am Sunday. Should a staff member need more time off for any reason, the Program Director or Camp Director are the only staff members that have the authority to grant time off.
- Meals for staff members staying in camp from Saturday afternoon to Sunday morning are the responsibility of said individuals.
- No staff member under the age of 18 is permitted to stay on camp property from 11am Saturday to 11am Sunday, unless accompanied by their parent or guardian.
- Staff will check in/out with the Camp Office when entering/departing camp.
- Any other time off or absence from camp must be arranged with the Camp Director, and may result in a pro-rata reduction of salary.

EMERGENCY LEAVE

- At various times, a staff member may need a leave because of an emergency and/or sickness. However, because of the special nature of the staff positions and limited resources to replace staff members on emergency leaves, any emergency leave will have to be subject to the following conditions:
 - The Camp Director must be notified in advance and approval must be obtained.
 - Emergency leave will generally mean a pro-rata reduction of salary.

CHECK IN/OUT LOG

Every time a staff member leaves camp, he/she must check out on the check in/out log located at the camp office. In case they need to be contacted in the event of an emergency, staff members must state their destination in writing on the sign in/out log. Upon their return, the staff member is required to sign back in.

MISCONDUCT/PERFORMANCE OPPORTUNITIES

An employee that violates camp policies can receive any of the following levels of disciplinary action, depending on the severity of the infraction:

- Verbal Reprimand
 - A verbal discussion with Area Director, documented in personnel file.
- Written Reprimand

- Given by the Area Director and Program Director, and a formal written discipline report entered into personnel file.
- Action Plan Council
 - Given by Program Director and Camp Director.
 - Staff member receiving action plan council must provide a written action plan of at least 1 page, single spaced, providing details on how the staff member will improve in the areas of opportunity that caused disciplinary action.
 - The action plan must be approved by the Program Director and Camp Director.
 - Failure to submit a suitable action plan will result in termination of employment.
- Termination – Camp terminates employment relationship with staff member.

A staff member that has multiple misconduct or performance opportunities throughout the summer will progress through the disciplinary levels until they are terminated.

PERSONAL CONDUCT

- All staff is to abide by the rules established for the Scout units.
- We are to maintain the highest standard of behavior regarding the language we use, jokes we tell, and how we conduct ourselves around Scouts, Scouters, and other staff members. Staff will only use behavior consistent with Scouting’s values. The use of bad language or off color jokes will not be tolerated at camp.
- Personal or staff difficulties are to be kept within staff and not to become the information of the campers or adult leaders. If any problems develop, they should be discussed with an Area Director, Program Director, or Camp Director.
- Come to all training sessions and camping weeks with a positive attitude. Be ready to have a great time. The hours get long and work sometimes is tedious, but these campers deserve a good time. We are to go the extra mile to ensure they enjoy themselves and achieve the goals they have set. We would not be here or have our jobs without our customers (Scouts and leaders). We must treat them the way we would want to be treated.

GROSS MISCONDUCT

There are types of misconduct that warrant an immediate termination from employment. These types of misconduct are referred to as “Gross Misconduct”. Those terminated for “Gross Misconduct” are not eligible for rehire. Examples of Gross Misconduct include, but are not limited to, the following:

- workplace violence, fighting, abusive language, threatening another staff member or camper, harming another camper, purposely or by negligence, insubordination, theft, harassment, sexual misconduct, or any illegal, immoral, or unethical act that would harm the image of the Gulf Stream Council, Tanah-Keeta Summer Camp, or the Boy Scouts of America.

HARASSMENT/HAZING/BULLYING

- Harassment and/or hazing based on any of the foregoing characteristics will not be permitted or condoned racial, sexual, age-related,, rank or position related, or ethnic slurs or insults are wholly inappropriate and violate the Gulf Stream Council's equal opportunity policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of the employees or supervisors. Sexual harassment also encompasses conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Any complaint of any violation of this policy should be reported immediately to the Camp Director or Scout Executive. Violation of this policy is considered "Gross Misconduct", and can result in disciplinary action, up to and including termination.

TERMINATION

A termination is ending the employee – employer relationship. The following are circumstances when a summary dismissal would be warranted:

- Gross Misconduct
- Inability to live and work in harmony with campers and other staff.
- Shortening of camp period because of fire, epidemic, accident, natural disaster, etc.
- Insufficient campers to warrant retention of staff.
- Medical condition which, in the opinion of both the Camp Director and Health Officer, will interfere with the welfare of either the camp or employee. Salary will be paid up to the day of termination.
- Progression through the levels of disciplinary action.

FEMALES IN CAMP

With the increasing number of female staff members at Camp, it is imperative that we maintain a professional atmosphere while on duty and while on camp property. The following policies relate to the interactions between male and female staff members and campers while on camp property.

- Female staff members will be housed in a separate area of camp, away from their male counterparts. This gives our female staff privacy and establishes an acceptable boundary for them. Under no circumstances should a male be in a female cabin, nor a female in a male cabin at any time. Violation of this policy will result in disciplinary action up to and including termination and expulsion from camp.
- Female staff members will be given separate restroom facilities. Under no circumstances should a male staff member enter a female restroom, and under no circumstances should a female staff member enter a male restroom.

- Under no circumstances should a male staff member be in the company of a female staff member alone. Violation of this policy can result in disciplinary action up to and including termination/expulsion.
- A romantic relationship, also known as “fraternization,” is not allowed on camp property. In the event a male and female staff member are in a relationship before the summer starts, the staff members in question will be assigned to separate areas, as not to disrupt the harmony of the camping experience.
 - While on Camp Property, a “staff couple” is to remain separated. Any public displays of affection (PDA’s) are prohibited. Violation of this policy can result in disciplinary action up to and including termination.
 - Staff members that are involved in a romantic relationship prior to the summer beginning are responsible for keeping their personal drama out of camp.
- Females will be assigned a female Adult Staff Sponsor. The Adult Staff Sponsor will be responsible for facilitating the female staff members’ needs and insuring that the female staff has equal representation in all staff functions. The Adult Staff Sponsor will also be required to be present anytime a Director has to discuss an issue with a female staff member.

PERSONAL AUTOMOBILE USAGE

- All staff members who drive their personal vehicle as transport to and from camp must keep their vehicle restricted to the main camp parking lot.
- Staff members are not permitted to transport any staff member under the age of 18 off camp grounds without prior permission from the Camp Director.
- All staff members must check-in/out with the camp office appropriately when arriving and departing camp property.
- Staff members ages 17 and under who are transporting themselves to and from camp must hand in their vehicle keys to the Camp Director immediately upon arrival.
 - The keys will be returned at the end of the week.
- Gulf Stream Council does not assume any liability for staff members’ vehicles or their property contained within while on Camp Property. Park at your own risk.

CAMP VEHICLE USAGE

- All camp vehicles must be driven by operators that are at least 18 years of age or older who hold a valid driver’s license with a clean driving record.
- All drivers must be approved by the Camp Director and Camp Ranger.
- Vehicles must be cleared for usage with the Camp Ranger and are the responsibility of the assigned driver while vehicle is in use.
- Drivers are required to document mileage at the beginning and end of each use, and ensure the safe working condition of a camp vehicle prior to usage.

DRUG AND ALCOHOL POLICY

An employee's unlawful manufacture, distribution, dispensation, use, purchase, being or appearing under the influence of any illegal drug on Camp property, while performing services for the Gulf Stream Council, or during working hours is strictly prohibited.

The use or being under the influence of a legal drug while on Camp property, while performing services for the Gulf Stream Council, or during working hours also is prohibited if such use might impair in any manner an employee's ability to safely, efficiently, and competently perform his job, or might otherwise adversely affect the Gulf Stream Council in the conduct of its operations. The employee must notify his supervisor if he or she is or potentially may be using any such legal drug.

Legal drugs, i.e. prescriptions, over the counter medications, are allowed in camp; however, they must be checked in with the Health Officer, and must be consumed in the presence of the Health Officer, and documented in the Medication Log. Under no circumstance should a staff member be in possession of any medication in their living quarters, regardless of age.

Persons, regardless of legal age, may NOT possess, manufacture, consume, store or dispense alcoholic beverages on camp property.

Any violation of the Drug and Alcohol Policy is considered “Gross Misconduct”, and may result in disciplinary action up to and including termination.

USE OF TOBACCO PRODUCTS

Tanah-Keeta Scout Reservation maintains a smoke-free environment policy that states that all buildings and facilities under control of the Gulf Stream Council are to be designated as non-smoking facilities. Smoking outside entrance/exit doors is prohibited at any location. In addition, all Scouting functions, meetings, or activities will be conducted on a smoke-free basis with permitted smoking areas located away from all participants. Staff members, under the age of 18, using or in possession of tobacco products will be terminated for “gross misconduct”. The Camp Director will determine and designate a smoking area for staff members over the age of 18.

GENERAL DUTIES AND RESPONSIBILITIES

- Each staff member is expected to demonstrate at all times the best that Scouting has to offer.
- Remain positive and willing to do assignments.

- Each staff member is to have a thorough understanding of the material he or she has been assigned to instruct. This includes all merit badge requirements and advancement skills. This preparation must be done prior to the first week of camp.
- Staff members are expected to stay the entire duration of the summer. If this is not possible, arrangements must be made through the Program Director and the Camp Director.
- Be an enthusiastic participant in all assigned camp events or activities. These may include merit badge instruction, camp-wide games, camp fires, hikes, and flag ceremonies.
- Certain camp maintenance assignments will be given staff members on a regular basis. These may include: dining hall serving, campsite and program area clean up, maintaining the camp buildings, cleaning campfire areas, etc. These assignments will be made through the Program Director.
- Staff members will be evaluated throughout the camping season.
- In order to remain fair and consistent in the application of our employment policies, all staff members will be held to the same standard of excellence, REGARDLESS OF AGE OR SENIORITY.

WHAT TO WEAR

Summer camp is the ideal model of Scouting-in-action. A strong emphasis on good uniform dress as well as general personal appearance is a very important component of our program. The example of each staff member speaks louder than words. We know from experience that a camp that permits sloppy uniforms and appearance from its staff soon suffers from sloppy teamwork and low morale. Each staff member should come to camp ready to live according to the detail and spirit of our uniform guidelines. Staff will be required to wear either of two uniforms. The Camp Director and Program Director will determine when it is appropriate to wear which uniform.

CLASS 'A' UNIFORM

- Green "Venturing" Class 'A' Uniform with all appropriate patches and silver shoulder loops (designating Council employment).
- Official BSA "Boy Scout" Scout shorts or pants. Grey "Venturing" pants or shorts not permitted.
- Staff-issued neckerchief or bolo.
- Scouting belt, (either web or leather) scouting buckle.
- Scout socks, calf length (not ankle socks).
- Hiking shoes or sneakers.
- Staff-issued hat.

CLASS 'B' UNIFORM

- Staff-issued T-Shirt.
- Official BSA "Boy Scout" Scout shorts or pants. Grey "Venturing" pants or shorts are not permitted.
- Scouting belt, (either web or leather) scouting buckle.
- Scout socks, calf length (not ankle socks).
- Hiking shoes or sneakers.
- Staff-issued hat.

All insignia shall be placed on a uniform according to templates in the Scout Handbook. The only badge of rank permitted on a uniform is the cloth Eagle Badge (if under 18). Adults should wear appropriate knots.

Each staff member should have at least two to three complete uniforms. This will allow one uniform to be clean at all times.

The Class 'B' uniform will be worn during times where the Class 'A' uniform is not worn. Exceptions: Aquatic Staff during lunch (lifeguard outfits are permitted), Kitchen Staff (allowed to wear aprons with their Class 'B', and are not required to wear Class 'A' during meal service), and COPE & Climbing Staff during lunch (may wear blue jeans on High COPE days only). The Camp Director may also approve a dress code for those individuals who work off site on trails, lakes, climbing, etc.

Staff members are to have enough shorts/pants and pairs of socks to last the entire week.

Staff members will be issued Class 'B' camp t-shirts at the beginning of the summer. Quantities are limited, so please take care of the shirts you are given.

APPEARANCE AND HYGIENE

- Hygiene
 - Each staff member is to keep themselves well-groomed while in public. This includes a neat, clean uniform and having the highest standards of personal hygiene. Staff members should shower regularly (at least once a day), be clean-shaven, and make use of personal hygiene items, such as toothbrush & toothpaste, and deodorant.
 - To prevent illness, employees are required to wash their hands after using the restroom. Employees must also wash their hands prior to eating. Remember, good hygiene prevents illness from spreading.
- Hair
 - Female staff members with long hair must wear their hair up in a ponytail or bun.
 - Male staff members with long hair must wear their hair in the same fashion.

- Hair must be worn in a professional manner, and must be of natural color.
- Jewelry
 - Due to OSHA regulations, jewelry must be kept to a bare minimum. Male staff members are not permitted to wear visible body piercings of any type. Female staff members are permitted to wear one (1) stud in each ear only. No hoop earrings of any kind are permitted.
 - No loose fitting necklaces of any type are permitted.
 - No loose fitting bracelets of any type are permitted.
- Tattoos
 - Tattoos must be tasteful in nature, otherwise it must be covered up at all times.

WHERE WE SLEEP

Staff will be assigned sleeping quarters by the Camp Director. Generally, staff will be assigned to housing building of some kind. In all cases, some beds may be set up as bunk beds or as individual cots. All beds are supplied with mattresses.

Roommates must be of the same sex and either all under or all over 18 years of age. Room assignments will be made during staff week. Once assigned, staff members do not have the option of changing sleeping quarters.

Camp living quarters and any other camp facilities are the responsibility of the staff to keep neat and in good repair throughout the summer.

It is the duty of the staff members to keep their living quarters clean and orderly. Regular inspections will be conducted by the Program Director. Staff members are responsible for the elimination of safety hazards in their living quarters, such as open flames, overloaded electrical circuits, and food attracting rodents and other pests/unwelcomed animals.

All staff members are expected to keep volume of their radios or other electronic equipment to a minimum. Loud music is NOT conducive to a camping setting. Remember: Use of a radio at camp is a privilege, not a right. Music with obscene or offensive lyrics will result in the cancellation of radio privileges.

All staff are to be in their quarters and must observe QUIET TIME no later than 10:30 PM. NO EXCEPTIONS, no matter where living quarters are located! This is to insure adequate sleep and respect for other campers and staff.

No staff member is to enter another staff member's quarters unless specifically invited to be there. Staff members are not to spend the night in any quarters other than the one to which assigned. No staff member is to spend the night in a campsite unless invited and given permission by the Program Director.

Campers are prohibited from being in or around the staff living quarters.

You will be personally responsible for any damages to camp property in or around the staff housing area. Treat your home with care.

Because of power consumption issues, a staff's housing unit will only be allowed one of the following items: Small refrigerator, small television, DVD player, and stereo. Air conditioners are to be turned off at the beginning of the day, and not to be turned on until the end of the day, when staff members return to their quarters, and are to be kept at a reasonable setting. Violation of this policy will result in a loss of A/C privileges.

WHERE WE EAT

Staff meals will be provided by the camp and are generally served in the Camp Dining Hall.

All staff members must be at all meals.

Meals will start on time. Do not be late.

Staff members will take turns leading a song and grace before each meal.

Either the Boy Scout Field or Staff uniform must be worn at each meal. The official BSA uniform is required for dinner unless otherwise indicated by the Camp Director.

The kitchen is off limits to all non-food service staff. No staff may enter the kitchen without permission from the kitchen manager or Camp Director.

Special dietary needs must be arranged with the Camp Director prior to arriving at camp. The camp will do its best to meet your needs.

WHAT TO BRING TO CAMP

Think about where you are headed, and then use your best judgment. Each staff member is provided a cot and mattress. The following list will give you some ideas to get started:

Official Boy Scout Uniform (two complete sets)

Footlocker with lock

Day pack/Backpack

5-7 Pairs of Boy Scout Socks

Wristwatch

Alarm clock – battery operated

Scout/casual belts

Insect repellent, coils, etc.

Casual (work type) clothing

Flashlight (extra bulb/batteries)

Sleepwear/Pajamas

Pillow

Blanket/Sleeping Bag

Camera & film

Undergarments

Pocket knife (NO sheath knives)

Assorted closed toed shoes & boots

Sewing kit

Swim Wear (Scouting appropriate)

First-aid kit

Rain gear

Sunblock – minimum SPF 30 recommended

Chap-stick/Lip Balm

Work gloves

Sunglasses

Clothes hangers

Musical Instrument

Laundry bag

Religious materials

Notebooks, pencils, pens

Ideas for campfire songs & skits

Scout handbook, field book, etc.

Toiletries (soap, shampoo, toothbrush/paste, mouthwash, brush/comb, powder, etc.)

DO NOT BRING

Inappropriate reading materials (pornography, offensive language, offensive pictures)

Firearms, ammunition, fireworks

Illegal Substances (stolen prescriptions, paraphernalia, drugs, alcohol)

Large stereos, CD players, DVD players, video game systems, televisions, etc.

Please remember that you are responsible for what you bring to camp. The Gulf Stream Council is not responsible for theft, loss or damage to personal property at camp. Write your name on your personal items. Bring your own footlocker or trunk with lock for protection. Keep your valuables locked when you are not in your sleeping area.

WHERE TO WASH CLOTHES

Washers and dryers are available for personal laundry use. Laundry must be done during free time. Failure to keep the laundry area clean will result in the suspension of use. Check with your Camp Director to ensure that washing facilities are available at camp. If not, staff will be responsible for washing clothes off site during off duty hours.

SHOWERS/RESTROOMS

Use of restrooms and showers is a vital part of camp. Please keep all shower facilities clean and in good condition. Report any damage and/or maintenance issues immediately to your supervisor or the Tanah Keeta Camp Rangers. Also, please respect the assigned stalls marked for youth staff and adult staff/ female or male.

MAIL & TELEPHONES

1. Mail will be dispatched daily or as received. Outgoing mailbox is located at the Camp Office.
2. Mail will be distributed as soon as possible to each staff member.
3. Staff is responsible for their own mailing expense (envelopes, postage, etc.).
4. No mail will be forwarded from camp after closing. It will be returned to sender.

Camp Address:

<Staff Member's Name>

Tanah Keeta Boy Scout Camp

8501 Boy Scout Road

Tequesta, FL 33469

CAMP TELEPHONES/PERSONAL CELL PHONE USE

The camp telephone is for official business and emergency use ONLY. If for any reason you need to use the camp telephone, prior permission must be given by the Camp Director. Personal cell phones are to remain in your staff housing area and are prohibited from being carried anywhere else in camp during operation. They must be used only during free time periods. Area directors and key administration staff are permitted to carry a cell phone anywhere in camp for emergency contact purposes.

VISITORS

You are welcome to invite your family and friends to camp on Wednesday evening after 5pm. Staff visitors are not allowed during work hours. All visitors must register at the camp office. Visitors will be escorted around camp unless the Camp Director approves otherwise. **VISITORS ARE NOT ALLOWED IN STAFF SLEEPING QUARTERS.** Violation of this rule is subject for immediate dismissal.

PETS

Staff members may not have pets at camp. If you find a stray animal during the camp season inform your immediate supervisor, Camp Ranger, or Camp Director.

RELIGIOUS OPPORTUNITIES

Churches of various denominations are located nearby. Every reasonable effort will be made to give each staff person an opportunity to attend a service of his/her choice. Any item in this handbook that conflicts with one's religious beliefs must be brought to the attention of the Camp Director. Summer Camp "non-denominational" services will also take place at Tanah Keeta.

SPENDING MONEY

Staff members are responsible for all items purchased outside of camp, Trading Post items, repairs to damaged property, and recreational opportunities out of camp. Do not keep large amounts of cash on hand. A safe is provided with the Camp Director. All staff members should be prepared to pay all personal expenses at camp.

TRADING POST

A trading post is available for purchase of snacks, soft drinks, memorabilia, etc. There will be no tabs or accounts for staff members, and there will be no loitering by staff members during hours of operation. Please do not ask for free drinks or other items. The minimal funds received at the camp store helps to pay your salary and for camp facilities. **AGAIN, NO LOITERING!!!**

ADVANCEMENT OPPORTUNITIES

To the extent of your free time, you may work on merit badges and other advancement opportunities in camp. Requirements involving paperwork are urged to be completed before camp (approval to work on merit badges must be given by your Scoutmaster. The Camp Director and Program Director or anyone else does not have that authority.) Use of any program area is at the discretion of the Area Director. Your personal advancement is secondary to the advancement needs of the Scouts you are working with.

CAMP IS A HOME... RESPECT THE "HOME" RULES

The unit campsite is the home of the Scout campers. Respect their right to privacy. When entering a unit's campsite, use only the authorized entryway and ask permission to enter. There must be a reason to enter a campsite. If you are an invited visitor, keep your visits short. Do not overstay your welcome. Your staff living area is your home also. Campers are not authorized to be in there. The reasons are for security and control. The Unit Leader is in charge of his Scouts, and if he knows staff living quarters are out of bounds, then he would have no reason to go

looking for his Scouts in there. As staff members, you have certain privileges because you are at camp for extended periods. These privileges are not extended to campers. As a rule, your staff living area is for Staff members only! **NO VISITORS OR CAMPERS ARE ALLOWED IN THE STAFF SLEEPING QUARTERS.**

USE OF CAMP FACILITIES AND PROPERTY

1. All camp staff are responsible for the care and usage of camp facilities and property. Due to the limited amount of money available, and the cost of materials and equipment, care must be taken to avoid waste. When possible, turn out lights and water when not in use. Personal use of equipment by staff is prohibited unless approved by Program Director or Camp Director.
2. Any staff member found with excessive amounts of camp belongings or materials in their personal belongings (e.g. craft supplies, kitchen articles) which they have no reason or justification to possess will be dismissed and prosecuted at the discretion of the Camp Director.
3. Staff members in charge of designated activity areas will be responsible for all materials and equipment for that activity for the Summer. Inventories are kept from the first to the last day of camp. Equipment or materials which "disappear" or are wasted will be paid for by the individual in charge of the area. Keep inventories up-to-date and know where your equipment and supplies are.
4. Staff are not to use excessive amounts of materials for projects for themselves. "Excessive amounts" are interpreted by the Camp Director. If in doubt, please ask.
5. Use of camper property by the staff for personal use or pleasure is strictly prohibited.
6. Staff Housing:
 - a. You are expected to keep your living quarters neat and orderly. "A Scout is Clean."
 - b. Housing will be inspected at the beginning of Summer for damage or irregularities. Afterwards, any damage beyond that of a normal wear and tear occurrence will be the responsibility of that staff member. In essence, if damaged you pay for damages.
 - c. Report all problems and needed repairs to the Camp Director in writing.
 - d. No construction or alterations are permitted without the approval of the Camp Director.
 - e. Do not bring expensive articles to camp. Be Safe!
 - f. Bring a footlocker with a personal lock for all personal belongings and keep it locked at all times.
 - g. Staff quarters will be inspected periodically by the Camp Director or designee.

7. Respect other program areas. Feel free to visit for fellowship and/or assistance but DO NOT tamper with and/or damage any materials or equipment found in the area. NO LOITERING!!!

SUGGESTIONS/INNOVATIONS

Your camp wants the benefits of all your abilities and insight. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience. If you see ways that camp operations can be improved or a more efficient way something can be done, make a suggestion to your supervisor. If you think of a great program idea, or a way to save money, you will be rewarded.

INVENTORY PROCEDURES

Inventories of all facilities, non-expendable equipment and expendable supplies will be conducted before camp opens, at the end of every session, and during camp closure. Accurate and timely inventories are important tools for the proper administration of the overall camping program since they are used for budgetary planning, justification for insurance claims, and are basis for purchasing. The Camp Program Director is responsible to insure all inventories are taken in accordance with this procedure by the various Area Directors.

DISCIPLINE OF CAMPERS

Discipline of the Scouts is the unit leader's responsibility. All discipline matters are to be referred to the unit leader to handle in his/her own Troop. At no time, and not for any reason, is there to be punishment of campers. If for any reason, the problem cannot be resolved with friendship or reason, report the situation to the Program Director. The problem will then be shared with the Scoutmaster. If the Program Director is unable to resolve the problem through friendship, reason, and possible denial of activity privileges, then the Program Director will refer the problem to the Camp Director. The Scout Oath and Law are the accepted code and constant guide to all relationships within the camp. "Hazing" or "initiation" is strictly prohibited. There will be no physical punishment. This includes "service projects." If you have a camper who is constantly physically abusing or tormenting others, inform the Program Director. Allow the Program Director and unit leader to take action. This is for your own protection. Camp is for all and it is unfair to the other Scouts and the counselors as well to have to constantly watch over a particular Scout.

CAMPER RULES

The safety of all campers is of primary concern by all staff members. Every staff member should constantly look out for safety hazards and inappropriate behavior in camp. Camp rules are to be followed by all on camp grounds.

CHILD ABUSE

As part of the pre-camp training, each staff member will participate in Youth Protection Training. Any form of child abuse (verbal, physical, mental), real or perceived, should be reported to the Camp Director immediately!

EMERGENCY PROCEDURES

The health and safety of all campers and fellow staff members is of the utmost importance in providing a quality outdoor experience. Staff members will receive a complete guideline and instructions for dealing with emergencies at camp during staff development week. Staff members who are not currently certified in CPR, will be trained prior to camp.

SAFETY

Safety at camp is everyone's responsibility. Staff will be trained to use equipment and procedures in connection with their duties. The camp will provide safety equipment as needed. If something seems unsafe, speak-up. The camp strictly adheres to the "Guide to Safe Scouting", "the Camp Health and Safety Guide Book" and "The BSA Guide to Age Appropriate Activities". Keep yourselves properly hydrated with appropriate amounts of water and encourage all others to do the same.

JOB DESCRIPTIONS

You have been hired to perform a specialized service in camp. Your particular job title is that listed on your agreement. You have been provided with a "Position Description" showing the duties and responsibilities of your position. You will be expected to perform your duties as described. In addition, you will be expected to carry out various "common duties" shared by all camp staff members.

STAFF DEVELOPMENT

The first week of the camp season will be used for staff development and training. During these busy days, you will set up camp, train for your job, and otherwise prepare for the arrival of campers. Often, programs will be taking place during this time so OJT (on the job training) may be part of your day. Everyone should be prepared to really pitch in and give 110% during pre-week(s) as time is limited and there is much to be accomplished. You must report on time, at all time.

CAMP CLOSING RESPONSIBILITIES

Following the last week of regular camping, you will be involved in taking down and putting away camp supplies. This can take one to two days depending on the weather. All staff members will take part in this activity.

REVEILLE, TAPS AND PUNCTUALITY

Staff members should be up at morning Reveille, so each will have enough time to prepare themselves and their quarters for the activities of the coming day. All staff members will be required to attend those functions as designated by the Camp Director. Examples could be flag ceremonies, campfires, etc. See your camp schedule for details. The most important trait of every staff member is punctuality. It is imperative that every staff member works as a team in being at a given place on time, every time. Staff who are late not only disrupt the flow of camp, but makes the staff look unorganized. Please do your part to be at every activity on time. Constant tardiness is grounds for insubordination and will not be tolerated.

CURFEW/LIGHTS OUT

Staff Curfew each night is 11pm. Staff members are required to be in their housing quarters by this time relaxing and getting ready for quality rest. Lights out for staff will be 11:30 p.m. and requires all lights out and noise stopped. The camp schedule is packed with activities, so for the appreciation of the campers, get some sleep. Staff members are never permitted to leave camp after 11pm.