



2009 STAFF GUIDE

WESTCHESTER-PUTNAM COUNCIL, BSA
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I. GOALS OF THE CAMP STAFF

The primary goal of the camp staff is to provide each camper and leader with a safe Scouting experience that is full of fun and learning. Each of us bring many talents to Camp. By our efforts our primary goal is achieved. As an added bonus, each one of us learns about ourselves and how to better live the Scout Oath and Law by relating to others while having an enjoyable experience.

In order for the campers to have fun, there must be lots of things to do – not just the same old things – not just sitting around listening to a merit badge counselor. Each year a fresh dynamic program is required. The program should be flexible enough to allow the Scouts to meet their goals and have free time to do things on their own. When teaching, learning takes place, always remember ... **K I S M I F**: “Keep it simple, make it fun.” This will guarantee that learning takes place.

Learning occurs not only when we teach, but whenever we come in contact with the Scouts. They'll probably remember our appearance, how we acted and the things we did more than the knot we showed them how to tie. We are constantly under their scrutiny. Give some thought to this responsibility. ***We are in camp to serve the campers!***

II. JOB RESPONSIBILITIES

Each person on the camp staff has one or several responsibilities (teaching certain merit badges, running specific kinds of programs, etc.). These relate directly to the position described in your contract. This is, however, only part of your job.

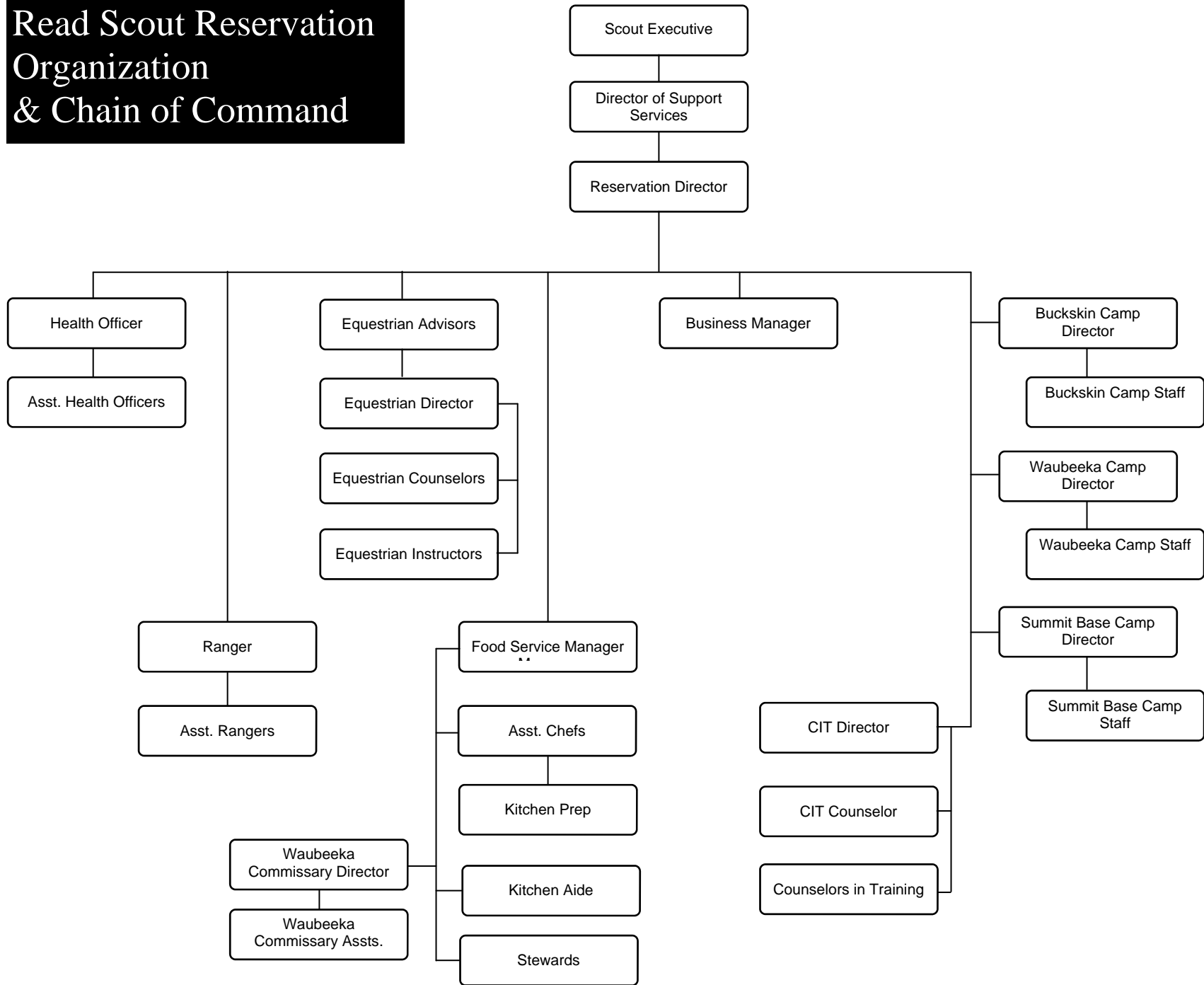
The Reservation Director's overall objective includes using staff talents to maximize the Reservation's program as a whole. You'll be asked to help run some camp-wide activities, pinch hit for a staff member who is ill or away, sit in briefly for a Scoutmaster while he is away from his troop, take your turn as Officer of the Day or help clean up the staff area, etc. Staff members over the age of 18 may be asked to stay overnight in a troop site needing additional coverage. The assignment of these duties is done in an equitable manner by the Camp Director. All of these are important and must be done. If it is not important, you won't be asked to do it.

Summer camp is a short, intense time. Because of this, it is important that staff members have a positive attitude throughout each week and throughout the summer as a whole. If we are “down” just one day of the week, Scouts and leaders will pick up on it and it will be difficult to regain their confidence by the end of their stay in Camp. Likewise, Scouts who come to Camp at the end of the summer deserve the same top quality program that Scouts received in week #1. We all need to support each other to insure a continuous positive attitude, even when it has rained for five days in a row and we are very tired.

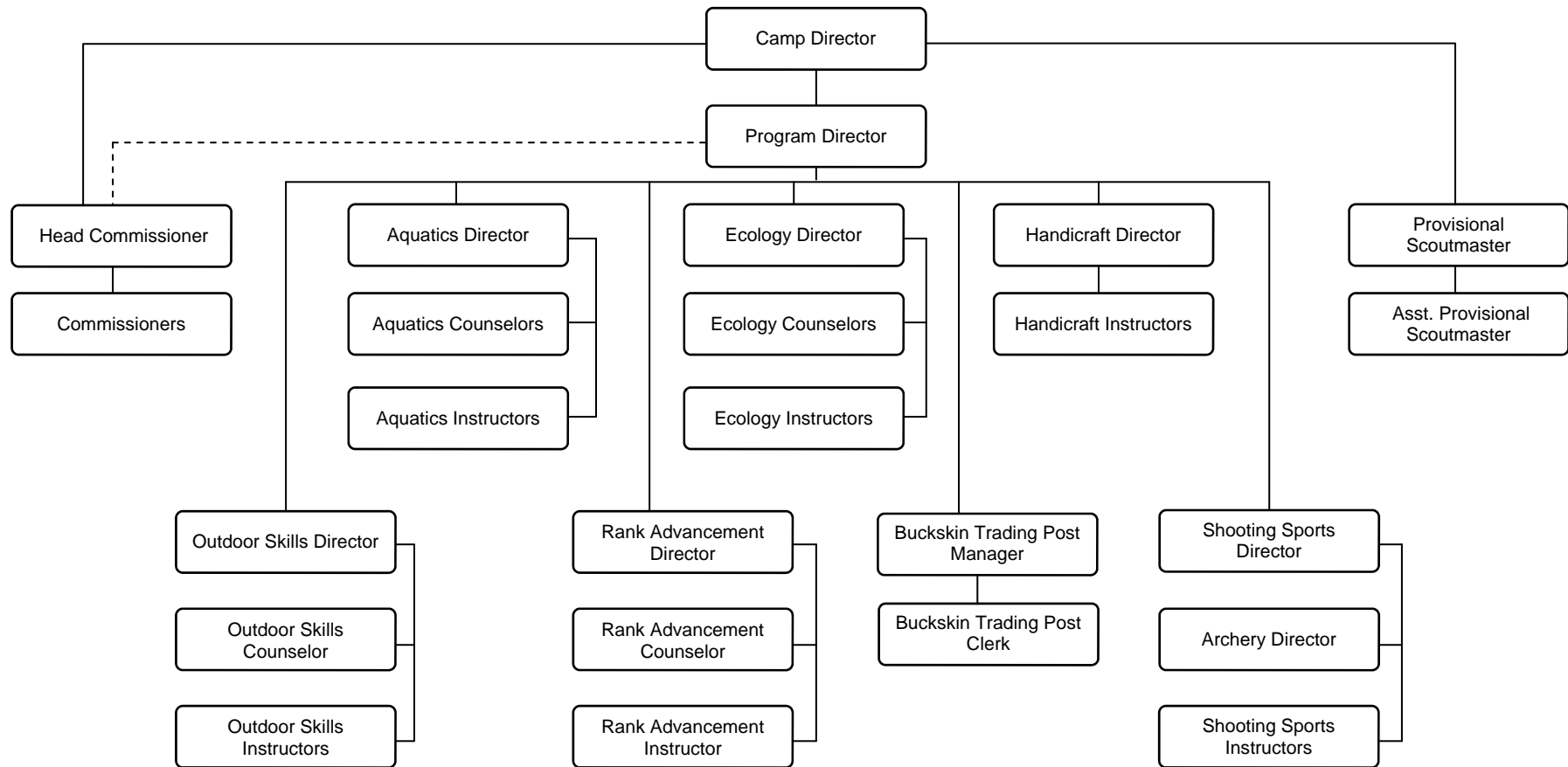
Each staff member is directly responsible to a supervisor: an Area Director, the Camp Director, the Ranger or the Reservation Director. Your supervisor will assign you specific responsibilities during staff week and throughout the camping season. If you have any questions about your job, be sure to ask your supervisor. You will be evaluated at least twice by your supervisor over the summer on your performance. These evaluations are intended to help you, and ourselves, do a better job in delivering a great program to the campers.

Your most important responsibility is to have an open, positive attitude and a desire to do your best. Scouts, leaders and your fellow staff members are depending on you. Through our joint efforts, we can make this another tremendous summer at Read.

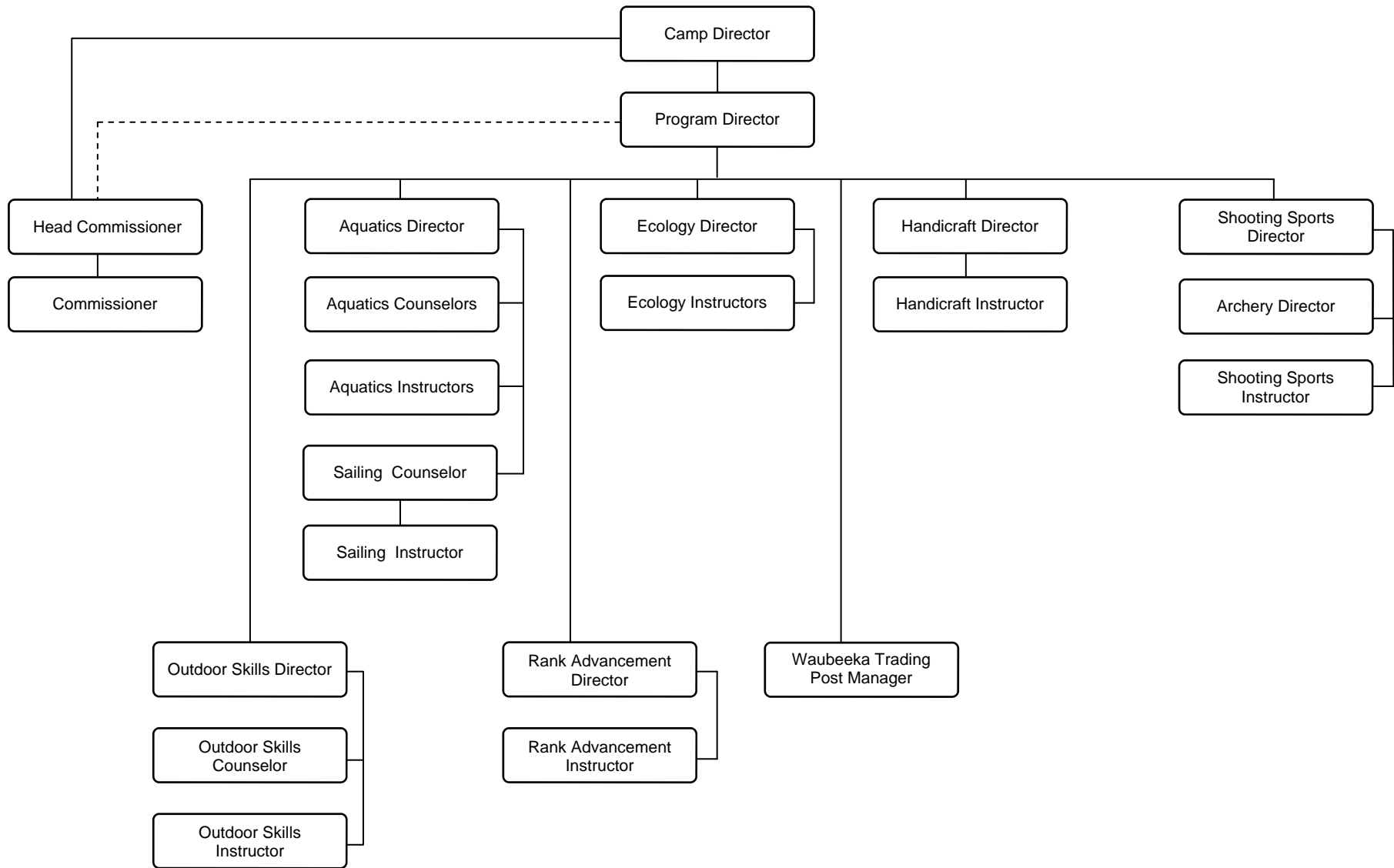
Read Scout Reservation Organization & Chain of Command



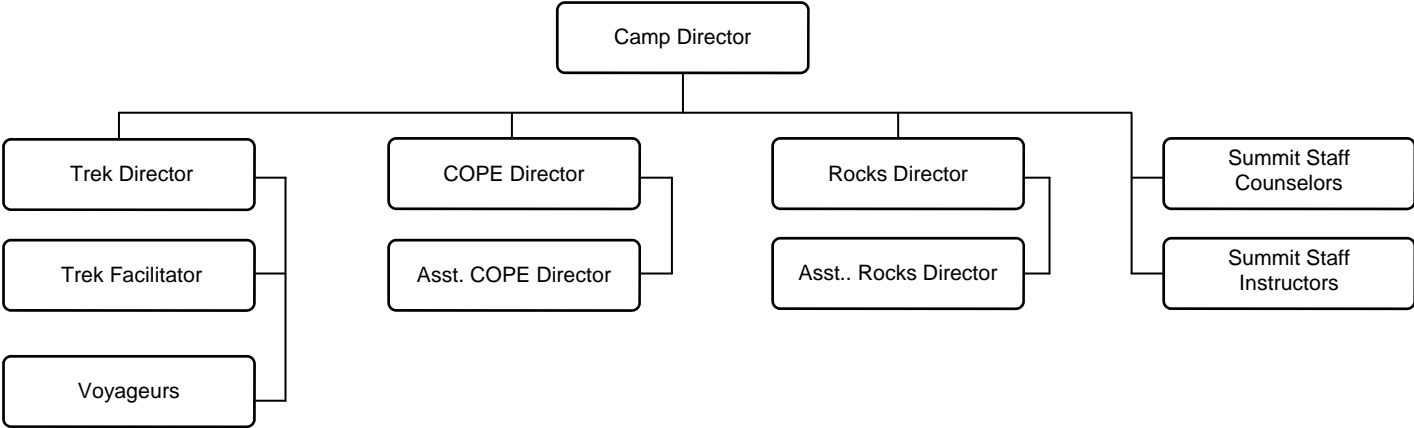
Camp Buckskin Organization & Chain of Command



Camp Waubeeka Organization & Chain of Command



Summit Base Organization & Chain of Command



IV. STAFF WEEK AND TRAINING

What is staff week? Hard work - but fun! Exhausting - but invigorating! Intense - but relaxed. Staff week is a time for the physical and logistical preparation for Camp.

The first element of staff week is campsite set-up. Platforms, tents, tarps, etc. must be carefully put in place. This involves a lot of physical labor, so bring appropriate clothes and work gloves. We work swiftly and efficiently to complete these tasks in a fast, but high quality manner. In doing this, we build teamwork.

The second element of staff week is program area preparation. Each area must be set up, program developed, and staff trained. **Be up to date on your program knowledge when you arrive in Camp.** Spend some time before Camp planning some new program ideas. This is a great way to help make your Camp better than ever.

Staff training is the third major component of staff week. Not only must you be trained in your program area, but also in general topics such as teaching skills, counseling, emergency procedures, advancement and campfires. Experienced staff will be asked to conduct some of these sessions.

During staff week, breakfast will be served earlier than during the camping season. Right after breakfast we'll begin work on setting up campsites and areas or performing other necessary jobs around Camp. Work on these projects will continue, with an appropriate break for lunch, until dinner. Some training will also take place during each day. Most nights, time after dinner is reserved for staff training and recreation.

Many of the veteran staff feel this week is one of the highlights of the summer. It is a lot of fun if all the staff members pitch in, work as a team, get the job done, and develop fine staff spirit.

V. STAFF FACILITIES, TIME OFF AND COMPENSATION

LIVING ARRANGEMENTS - Staff members live in two person tents (approximately 120 square feet of floor space) on raised wooden platforms. Tents are provided with cots and mattresses. Most tents have electric outlets nearby. Outdoor extension cords can be used in these outlets. The electrical system can only handle small loads (lights, clocks, small radios).

FOOD - Staff members are provided with an adequate diet. At the dining hall camp, Camp Buckskin, staff is assigned to dine with units in the dining hall. At the patrol cooking camp, Camp Waubeeka, staff is assigned to lunch and dinner with a patrol, and cook their own breakfast on a rotating basis. Attendance at meals while on duty is mandatory. Reservation and Summit staff will have meals at the Buckskin Dining Hall. **All staff are to be in appropriate uniforms at all meals.**

STAFF LOUNGE - All camps have an area designated as a staff lounge, a place to relax, read, and join other staff while not on duty. The lounges are maintained by the staff; they must be kept clean. A curfew hour of **midnight** will be posted.

LAUNDRY - Staff are responsible for doing their own laundry on their own time. The camp provides limited laundry facilities.

TIME OFF - A day off will be given every week to the staff when the camp is closed. This will normally be late Saturday morning until early Sunday morning. For those who do not wish to leave Camp, arrangements for food will be made. Some people may be asked to work during this time to cover Troops in Camp and take an alternate day off.

In addition, one evening off a week (out of Camp) is permitted. Time off must be scheduled in advance with the Camp Office. Your Area Director or supervisor must approve your evening off so we can cover program areas. Staff may not leave the Camp at any time without approval of their Camp Director.

Staff under 18 years of age **may not leave Camp** unless their parental permission slip has been filled out and signed by a parent or legal guardian. This form will be kept on file in the Reservation Office. Staff members under 18 years of age must be accompanied by at least one staff member over 18 years of age or older when leaving Camp grounds. Staff under 18 must be back in Camp by midnight unless signed out by a parent or guardian.

All staff are required to sign in and out of Camp at their respective Camp Office when leaving Camp for any reason.

TRANSPORTATION – The camp will endeavor to offer the camp vans as transportation to staff eighteen and under to get into town for their time off. The availability of the vans and qualified drivers will determine how often they go out for this purpose. Older staff who have their own vehicle in camp are expected to use that vehicle for transportation during time off. The camp is not responsible for providing transportation for time off for these over eighteen staff members.

PAY - Staff are paid on July 15th, July 31st, August 15th and August 21st upon completion of your duties. Each paycheck will represent one quarter of your total salary. Payment is by check. The Camp will arrange to have your check cashed if so requested. **Paychecks can be deposited directly to your bank account;**

- If being deposited to a checking account - bank routing number, account number and a voided check
- If being deposited to a savings account - a "specification sheet" from your bank. The routing number on deposit slips is for internal bank information only.

Direct deposit is strongly encouraged for all staff members. A form to use for this purpose is on page 22 of this manual. It is critical that the correct information be submitted. **The form must be received in the Service Center by June 15th.**

You, your Camp Director and the Reservation Director, agree upon your salary. Salaries are based on the position, your qualifications, your experience, and your past performance (if any). **Your salary is confidential; it is your personal business and should not be discussed with others.**

INSURANCE - Staff members are covered by BSA Scouting Accident Insurance and Workers' Compensation Insurance. BSA Health Insurance also covers staff members for the first \$300.00 of expense. Additional expenses are the responsibility of your personal insurance company. If you do not have health insurance, BSA insurance will cover a portion of the remaining expense. This insurance does not cover loss of personal property. It is suggested that staff contact their family insurance for this type of insurance.

VI. POLICIES AND REGULATIONS

MEMBERSHIP IN SCOUTING - If you are not currently registered in any branch of the Boy Scouts of America, you will be expected to do so upon arrival at Camp. BSA requires all staff to be registered and encourages them to participate in their local Scout or Explorer unit. Whether or not you are registered in a unit at home, you may join Venture Crew 2006, our Summer Camp Staff Post. Details will be available at Camp.

UNIFORMING - STAFF ATTIRE IN CAMP - During staff work weeks (before and after camp), just about anything that is in good taste is acceptable. Draw from your own experience - sturdy work shoes, comfortable jeans, work gloves, hat to screen the sun, etc. Be prepared for physical work during this time.

While Camp is in session, Class A uniform (the complete official Scout summer uniform - short sleeve dress shirt, Scout shorts and Scout socks) is required at retreat, dinner, opening and closing days of each week and other special events. Long sleeve official shirt and official long pants are appropriate during cool weather.

If you arrive at Camp without sufficient proper uniforms, they will be purchased for you at cost. This cost will be deducted from your first paycheck. An order form is enclosed with this booklet. Please return immediately. **No orders for staff uniforms will be accepted after June 1.**

During the remainder of the day at Camp, Class B uniform is acceptable. Class B uniform is staff, Scouting oriented, or plain white or solid color T-shirt with Scout shorts or trousers and official socks. No other dress is acceptable except for special work parties, the Ranger Staff, and as activities in your program area may dictate (i.e. aquatics, Summit Base or equestrian). All staff except Ranger staff is expected to be in the proper uniform when at the Dining Hall or eating with a patrol. Each staff member will be given, as part of the fulfillment of their contract, one golf type camp shirt and one camp T-shirt.

Kitchen Staff and Health Staff may wear whites or other appropriate attire as defined by the Food Service Manager or the Health Officer.

PERSONAL APPEARANCE - In addition to proper uniforming, staff members are required to maintain a sharp personal appearance. Personal cleanliness and proper grooming is expected. Hair color or style is not to change during your time in camp. If you come to camp without a beard, you are expected to be clean shaven throughout the camp season..

TOBACCO - Smoking is not permitted except in designated areas. Smoking is not allowed in program areas, in buildings, in the presence of campers, or in tents. Staff members are asked to refrain from the use of chewing tobacco in the presence of campers and their leaders.

PERSONAL RELATIONSHIPS - Staff members **must** remember and respect their professional leadership role and obey the Scout Oath and Law at all times; no romantic or sexual activity with visitors, campers or other staff members will be permitted on the Reservation. However, staff members are encouraged to develop friendships, and are expected to display courtesy and respect to fellow staff members, the campers and the leaders.

SEXUAL HARRASSMENT – Any employee who feels he or she has been the subject of harassment or has any serious work work-related complaint, concern, misunderstanding or problem, should bring it to the attention of their Camp Director or the Reservation Director for resolution in a thorough, private and timely manner. These complaints will be kept confidential to the extent possible in accordance with the best interest of the employee and the Read Scout Reservation. The Westchester-Putnam Council, BSA will not tolerate the taking of any reprisal by any employee against any party making a complaint or corroborating witness.

DRUGS - Possession, sale, use of non-prescription drugs or the misuse of prescribed drugs, is strictly prohibited and grounds for immediate dismissal. This applies both on and off Camp property. Drug testing of staff members will take place this summer. The following policy will be in effect:

All staff members will be subject to random testing for illegal substances this summer. Should the test results be positive, a staff member has the option to take a test at a local testing laboratory, immediately after the results from the first test are reported. If the second test confirms the findings of the first test or if the employee chooses not to take a second test, he or she will immediately be dismissed from the Read Reservation staff. There will be no exceptions to this policy.

Drug Testing Procedures:

1. A number of staff member names will be drawn from a container each week of camp beginning during the staff opening week, June 27th to July 4th and continuing through staff closing August 16th to the 20th. The Reservation Director determines the number of staff members tested each week. The day of the drawing will vary from week to week.
2. Staff members whose names were drawn will be notified by their camp director or the Health Officer and immediately escorted to the camp Health Officer, for the test.
3. The Health Officer will administer the test and report the results to the Reservation Director before 4:00 PM of the day the tests are performed.
4. The Reservation Director will notify any staff members who have failed the test immediately and they will be given the option of taking another test.
5. Any staff members who are released from employment will either leave the reservation immediately or spend the night in the Health Lodge while awaiting appropriate transportation.
6. Anyone found to be dishonest in the taking of the test (i.e. "cheating") will be fired and not invited to serve on the staff in future years.

Staff members under suspicion of using drugs may be tested at any time at the discretion of the Reservation Director.

Listed below are the approximate time periods since the last use of a drug that the test will detect. Variables such as the body's metabolism, the subject's physical condition, overall body fluid balance and frequency of use must be taken into consideration.

Drug	Level of Usage	Time Period
Marijuana	Single Use	3-5 days
	Moderate use (3 times per week)	8-12 days
	Heavy use (daily)	21-30+ days
Cocaine	Any level of use	2-3 days
Opiates	Any level of use	2 days
PCP	Any level of use	3-8 days
Amphetamines	Any level of use	2-4 days
Methamphetamines	Any level of use	3-5 days

ALCOHOL - Possession, sale, or consumption of alcoholic beverages on Camp property is prohibited. Off Camp property, staff are required to obey New York State Law (drinking age is 21). Violation of this policy is grounds for immediate dismissal. Staff members under twenty-one years of age who are suspected of consuming alcohol may be subject to testing.

PROFANITY - The use of profanity is not in accordance with Scouting principles and will not be tolerated.

THEFT - The staff is a close-knit group; mutual trust is a necessity. Staff members should not use other member's possessions or enter other quarters without permission. Camp property must be safeguarded as well. Theft of any item in or out of Camp will be the cause of immediate dismissal. You are encouraged to not bring items of great value to Camp. Camp insurance does not cover personal property loss. The Reservation Office has a small safe for valuables. **Each staff member will be provided with a small locker for the storage of valuables and other items. Staff members are required to provide their own lock.**

GAMBLING - Gambling is not permitted on Camp property.

CAMP PROPERTY - All Camps work on a limited budget. Most of our facilities and equipment are of high quality and in good shape. It is not always possible to quickly replace damaged equipment. We ask that you treat all that we have with care. Tools should be cleaned and returned after use. Equipment should be used only in the manner that it was designed for. Take pride in what we have.

GROSS MISCONDUCT - Gross misconduct is grounds for immediate dismissal. This includes, but is not limited to, fighting, insubordination, and other improper conduct mentioned in this staff manual or in your staff contract. Any one who is dismissed will be paid on a prorated basis for each day they have worked as an employee.

FIREWORKS - Possession of fireworks or other explosive materials is a violation of the penal law of New York State and is not permitted on Camp property.

FIREARMS – Firearms, BB guns, pellet guns and other dangerous weapons, including sheath knives, are not allowed on the Reservation. The only exception is that staff may bring their own .22 caliber, single shot rifles

for use on the Rifle Range ONLY. They will be stored at the Range. Only Reservation ammunition is to be used.

AUTOMOBILES – Only Staff 18 years of age or older may bring their personal vehicles to Camp. Vehicles are to be used and parked in Camp only as designated by the Reservation Director. Proof of proper insurance must be provided and kept on file at the Reservation Office. Experience has taught us to not loan your car to anyone else while at camp.

STAFF QUARTERS - All staff members are expected to keep their quarters and program areas clean and neat at all times. Try to keep in mind the atmosphere we want to create. Camp is an outdoor experience. Tents should be aired by rolling flaps. Loud music is inappropriate. Staff quarters will be inspected as required by the Health Department three times each week. The Reservation Director or his designee will perform these inspections.

GUESTS IN CAMP - Staff members are welcome to have family members and friends visit Camp. Guests are not to interfere with your program area or other responsibilities; therefore, the best time to have visitors is on your day off. Normally the Camp does not provide lodging for staff members' visitors. Visitors are expected to pay for meals: Breakfast - \$3.00, Lunch - \$4.00, Dinner - \$5.00 per day and all guests must sign in and sign out at the Reservation Office and wear a visitor's badge while in camp..

KITCHEN/COMMISSARY - Unauthorized staff members are not permitted in the Dining Hall kitchen, Camp food commissary, or either Trading Post without specific permission of the Reservation Director or Director of the facility.

QUIET HOURS - All staff members are expected to be well rested and mentally alert throughout the day. For this reason, quiet must be maintained in sleeping areas from 10:00 p.m. until 7:00 a.m. The staff lounges close at 12:00 midnight.

PUNCTUALITY - If you are not punctual, you inconvenience others. Staff are expected to be on time for meals (including breakfast), appointments, flag ceremonies and all other Camp activities.

VII. WHAT TO DO BEFORE CAMP

A. REQUIRED DOCUMENTS

- Documents for I-9 and W-4 verification
- Signed contracts
- Parental permission slip for those under 18
- Physical/Health form
- Working papers for those under 18

NOTE: *Proper documentation is required in order for you to be paid.*

Be sure that you take care of all of the following before Camp:

APPLICATION - All staff members are required to fill out an application for a staff position. These must be kept on file in the Reservation Office.

REFERENCE LETTERS - In order for your contract to be valid, the Reservation Office must have on file three letters of reference. These should be from former employers, co-workers, teachers, etc. Upon receipt of your application, these forms are sent out. During staff week, you should check with the Reservation Director to ensure that your file is up to date.

CONTRACT - If you have not already done so, sign and return one copy of your contract to Diane at the Council Service Center.

SOCIAL SECURITY CARD - Residents of the United States must bring their original Social Security card to Camp with them in order to complete their I-9 form.

WORKING PAPERS - If you are under **18 years of age**, you must have **New York State Working Papers** in order to be employed. The term for Working Papers by the New York State Labor Department is “**Student Non-factory Employment Certificate**” for persons 14-15 years of age or “**Student General Employment Certificate**” for persons 16-17 years of age. If you are not sure how to get your working papers, ask about them in your high school Guidance Office. Bring the completed certificate to Camp with you. It must be kept on record at Camp during your employment. **If you are under 18 years of age, your working papers must be kept on file at Camp or your paycheck will be withheld.**

FEDERAL REQUIREMENTS FOR PERMISSION TO WORK - All persons employed in the United States are required to furnish proof of citizenship or permission to work in this country. All employees from the summers of 2003 - 2007 have completed this form and do not need to do so again.

For new employees, in order to complete this, please bring to Camp your **I-9 form** and:

EITHER: Any one of the following:

- * U.S. Passport, active or expired
- * Certificate of United States Citizenship
- * Certificate of United States Naturalization
- * Unexpired Foreign Passport with attached Employment Authorization

OR: * Proof of identity (photo driver’s license, birth certificate)

AND: * Proof of employment status (Social Security Card, school report card if under 18)

If you have any questions regarding the documents you are to bring to Camp to comply with Federal regulations, please call Diane at the Council Service Center Camping Department as soon as possible (914) 773-1135 ext. 233.

W-4 FORM - If you have not already done so, complete and return your W-4 Form to the Council Service Center. Even though you believe that you will be exempt from income tax, you must complete and submit this form and have a Social Security Number unless you are a part of our International Staff.

PARENTAL PERMISSION SLIP - All staff members under 18 years of age must submit a completed permission slip by their parent or guardian or they will not be permitted to leave Camp.

MEDICAL FORM - Bring your completed medical form to Camp with you. *Return* it to the Council Office. Note that it must be signed by a physician. It must also be signed by your parent/guardian if you are under 18 years of age. All staff members under 40 years of age must have a medical form signed by a physician within the past three years. The Health History must be updated annually. Staff members 40 years of age and over must have a medical form signed by a physician within the past year. *All immunization dates must be filled in!*

DRIVER'S LICENSE - If you have a driver's license you should bring it with you to Camp.

PROOF OF INSURANCE - If you are bringing a car to Camp, proof of adequate insurance must be provided. See section on automobiles for further information.

STAFF MANUAL - Read this Manual carefully and bring it with you to Camp. Tear off the declaration on the last page of this Manual, sign it, and mail it, along with your contract, to the Council Office. See the paperwork checklist on page 21.

B. OTHER PREPARATION FOR CAMP

The best preparation for Camp is to arrive with a positive attitude and a desire to do your best in your job. During staff week (June 27th to July 4th) we will work on the skills necessary to be a good counselor.

If you have been required to have completed certifications before coming to Camp, it is essential that you send in copies of these certifications with your other paperwork. Generally, staff are encouraged to obtain certificates such as Red Cross First Aid, Red Cross CPT/BLS, Advanced Lifesaving, Water Safety Instructor, BSA Lifeguard and NRA Instructor. Please inform the Reservation Director of any current certification that you have. Also, take time to "bone-up" on your program specialties. You may want to bring personal equipment and other program resources that you have to Camp. Additionally, dream up a few new ideas to make your area better!

C. GETTING TO CAMP

Please report to Camp on June 27th – Directors by 10:00 a.m. and Staff by 4:00 p.m. unless given permission to arrive later prior to Camp. If you can arrive early to help with advanced preparations, let the Reservation Director know as soon as possible.

The Council provides transportation for the staff from the Council Service Center in Hawthorne to Camp for staff week and from Read back to the Council Service Center at the end of the camping season. You will receive detailed information regarding this. Staff members who do not begin their employment on June 27th and/or do not end their employment at the end of the camping season (currently scheduled for August 20th) will not be provided with Council transportation.

D. SUGGESTED PERSONAL EQUIPMENT TO BRING TO CAMP

2 - Official summer uniforms (short sleeve Scout shirt,
Scout shorts, green Scout socks)
1 - Long sleeve Scout shirt
1 - Pair long Scout pants
Rain gear
Hiking shoes or boots
Work clothes and gloves
T-shirts (solid color no messages – unless Scouting)
Sleeping bag or bedding
Lock

Sneakers
Flashlight and batteries
Solid white athletic socks
Towels and washcloths
Underwear
Bathing suit
Pajamas
Jacket and sweater
Toilet articles and soap

OTHER ITEMS YOU MIGHT WANT TO BRING

Mosquito netting
Baseball mitt
Insect repellent (non-aerosol)
Clothing for time off
Letter writing supplies
Personal medications/first aid kit

Small lamp/quiet radio
Alarm clock
Spending money/travelers checks
Outdoor extension cord
Mending kit
Fishing gear

IF YOU WILL BE GOING OUTPOST CAMPING OR TRAVELING

Pack and frame or day pack
Canteen

Compass
Scout knife (no sheath knives)

E. STAFF ADDRESSES AND TELEPHONE NUMBERS

Each camp receives mail every day except Sundays and postal holidays. The Reservation Office staff will pick up mail. Camp Directors will distribute mail within their respective Camps. Mailboxes are located in each Camp and mail is collected each day. Mail addressed to staff should be addressed:

Your Name _____ - Staff
Camp (Buckskin, Waubeeka, Summit or Reservation Staff)
Curtis S. Read Scout Reservation
1377 Palisades Road RD#1
Brant Lake, NY 12815-2314

The phone number for all camps at Read is 518-494-2250. Callers will be able to leave a voice mail message. Staff members generally cannot be called to the phone. Staff members want to bring a pre-paid phone card to camp with them. Please note that cell phone service at Read, depending on your provider, is either limited or non-existent.

There is also a phone at the Reservation Office: 1-518-494-2228. Please note that this phone is used for Camp business. It is **not** meant for receiving calls for staff members, except in emergencies. The Reservation Office Fax number is 518-494-7099; this number is also for Camp business and emergency use only.

Each camp office has a computer with internet access so that staff members may check their email. A content filter is active in the camp to ensure that only appropriate web sites are viewed.

When you have completely read this manual, please sign the statement (next page) and mail it to:

Westchester-Putnam Council, BSA
Camping Department
41 Saw Mill River Road
Hawthorne, NY 10532

“I have completely read the 2009 Curtis S. Read Scout Reservation Staff Manual and agree to abide by the policies, rules and regulations which are described therein. I understand that not abiding by these conditions of employment could result in my dismissal from the Read Reservation Staff.”

Signed: _____ Date: _____

Print Name: _____

2009 READ SCOUT RESERVATION STAFF Staff Statement of Understanding and Code of Conduct

Statement of Understanding: All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. All **staff members are expected to abide by the Code of Conduct as follows:**

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.
7. Serious and/or repetitive behavior violations including use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type and possession or detonation of fireworks are prohibited.
10. Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
12. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws.
13. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will respect diversity-whether the differences be in physical characteristics or in perspectives.
16. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including on the basis of race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.
17. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.
18. I will comply with this Code of Conduct and the policies printed in the Camp Staff **Handbook**. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

Staff Member Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____
(if staff member is a minor)

X. PERMISSION TO LEAVE CAMP - OVERNIGHT

We do not allow anyone under the age of 18 to leave Camp overnight without parent/guardian. If arrangements are made for someone other than the above mentioned to pick up your son/daughter to leave Camp for **ANY** purpose, then the following permission slip must be completed and brought to Camp with that person or persons.

_____ has permission to leave Camp with
(Name)

_____.

Signed: _____
(Parent or Guardian)

Date: _____

+++++

PERMISSION TO LEAVE CAMP – NON-OVERNIGHT

Staff often appreciate the opportunity for a short trip out of Camp (i.e. night off). We do not allow anyone under the age of 18 to leave without parental/guardian permission and he/she must be accompanied by a staff member who is 18 or older and approved by Camp Management. The following permission slip must be completed and brought to Camp in order for a staff member under 18 to leave Camp.

_____ has permission to leave Camp with a staff member 18
(Name)

years of age or older and approved by Camp Management.

Signed: _____

Date: _____

XI. CAMP PAPERWORK MANAGEMENT CHECKLIST

Everyone must send to Council Service Center by June 15th

- Signed Contract
- Page 17 of staff manual signed
- Page 18 of staff manual signed
- Completed W-4
- Medical signed by a licensed physician
- Copies of any certifications such as life guarding, CPR and first aid
- Direct deposit form with all required paperwork if you are selecting this option
- Registration form in Boy Scouts of America if not already registered
- Copy of driver's license if you are 18 or older
- Copy of vehicle insurance identification card if you are bring a car to camp

In addition, if you are under 18 years of age

- Signed permission slip to leave camp - Page 19
- Bring working papers to camp with you on June 27th

Bring with you to camp or bring to Council Service Center before camp

- If you did not work at the Read Scout Reservation in any year from 2003 - 2008 you must bring documentation for I-9 form to camp or complete it at the Council Service Center.

Paychex Use Only	
Client Number	_____
Worker Number	_____
PRS	_____
Date	_____
Verified By	_____

PAYCHEX[®]

Direct Deposit/Access Card Signup Form

Worker Instructions:

1. Complete the "WORKER - Required Information" section.
2. Complete the Direct Deposit, Access Card, or both sections to specify where you want your pay deposited.
3. Sign the bottom of the form.
4. Retain a copy of this form for your records. Return the original to your employer.

Employer Instructions:

1. Complete the "EMPLOYER - Required Information" section.
2. Return this form to your local Paychex office.

WORKER – Required Information	
<small>PLEASE PRINT</small>	
Worker Name	_____
Social Security Number	____-____-_____

EMPLOYER – Required Information	
<small>PLEASE PRINT</small>	
Company Name	_____
Office/Client Number	_____/_____
Federal ID Number	____-____-_____

Complete for DIRECT DEPOSIT	
I authorize my employer to deposit my wages/salary to the following bank account(s):	
Bank Account #1 <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Name _____ I wish to deposit (check one): <input type="checkbox"/> Entire Net Pay <input type="checkbox"/> _____ % of Net <input type="checkbox"/> Specific Dollar Amount \$ _____ .00 Please attach one of the following (check one): <input type="checkbox"/> Voided check (deposit slips are not accepted) <input type="checkbox"/> Bank letter or specification sheet* <small>*See your local bank representative.</small>	Bank Account #2 <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Name _____ I wish to deposit (check one): <input type="checkbox"/> Entire Net Pay <input type="checkbox"/> _____ % of Net <input type="checkbox"/> Specific Dollar Amount \$ _____ .00 Please attach one of the following (check one): <input type="checkbox"/> Voided check (deposit slips are not accepted) <input type="checkbox"/> Bank letter or specification sheet* <small>*See your local bank representative.</small>

Complete for ACCESS CARD	
I authorize my employer to deposit my wages/salary to an Access Card account. I agree to the terms and conditions of the Paychex Access Card Program including the \$2.00 monthly maintenance fee, the \$1.50 per ATM withdrawal fee, the \$3.00 over-the-counter cash advance fee, and the \$15.00 lost or stolen card replacement fee.	
I wish to deposit (check one): <input type="checkbox"/> Entire Net Pay <input type="checkbox"/> _____ % of Net <input type="checkbox"/> Specific Dollar Amount \$ _____ .00	
Please print the address where the Access Card statements should be mailed.	
Street Address _____ Apt. # _____ City _____ State _____ Zip _____	
Home Phone No. (_____) _____ - _____ Date of Birth ____/____/____	
Mother's Maiden Name _____	
<input type="checkbox"/> Additional Card Requested.	
Additional Cardholder Name _____	
Additional Cardholder Social Security No. ____-____-_____	

Worker Signature _____ Date ____/____/____
 By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

Accountholder Signature _____
 (If worker doesn't have authority to authorize deposits to the accountholder's account.)