

2019 SUMMER CAMP STAFF MANUAL



This manual belongs to: _____

This handbook contains the current personnel policies and practices of Three Harbors Council, BSA and is provided for the guidance of its employees. These policies and practices may be changed without notice. None of the policies or practices described in this handbook constitutes or should be relied on as a contractual obligation of Three Harbors Council to its employees or to any other persons. In addition, nothing in this handbook guarantees any specific term of employment or otherwise limits the right of Three Harbors Council or its employees to terminate their relationship at any time with or without reason.

COUNCIL PROPERTIES

CAMP OH-DA-KO-TA

3363 Dyer Lake Road
Burlington, WI 53105

INDIAN MOUND SCOUT RESERVATION

37516 Forest Drive
Oconomowoc, WI 53066

THREE HARBORS COUNCIL, MILWAUKEE OFFICE

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Milwaukee, WI 53214
Camping Department: 414-443-2843

THREE HARBORS COUNCIL, KENOSHA OFFICE

7500 Green Bay Avenue, Suite LL101
Kenosha, WI 53142
Main Line: 262-632-1655

Dear Summer Camp Staff Member,

Congratulations! Welcome to camp staff! We are delighted to have you as a member of the summer camp staff. You were selected for your unique qualities in leadership, service and Scouting experiences. Each member of our team is important and together we share a great responsibility to carry on the great programs and service for which our camp is known.

An exciting program is planned for this summer. We will be featuring a quality program, including a top-notch aquatics program, fun and advancement for all. Together, we will provide the best possible summer camp for our customers – THE CAMPERS. Remember, we are here for the Scouts. They are the reason we have summer camp and without them we do not have a job.

Whether this is your first year on staff or you are a returning staff member with years of experience, there is updated information in this staff manual that you need to know and understand. You are expected to read, study and understand this staff manual. Please do not feel intimidated by this manual as it is our expectation that we will have a fun and exciting summer; however, it will let you know the requirements of our camp. We are proud of last year's staff and have every expectation that this year will be even better. This staff manual covers important information about your employment with Three Harbors Council. It is also an excellent resource that will help you prepare for living and working at summer camp. It is important that you read the staff manual before you arrive at camp.

Staff development training is very important. During the pre-camp meetings and during staff week, you will have the opportunity to learn your job for the summer, take part in the fun and excitement of Scouting, and meet new friends. This manual, along with your pre-camp training and program resources, will help you become a valued member of our team. The hours will be long, but we all owe it to our customers to "Be Prepared".

Please take the time to read the manual. Ask questions if there are points that you do not understand. The best staff members are those who gain an appreciation of how they contribute to the development of the Scouting youth of Three Harbors Council and throughout the rest of the Central Region. We look forward to working with you as we deliver Scouting's promise at summer camp.

Yours in Scouting,

CONTENTS

CONTENTS.....	4
INTRODUCTION.....	6
CAMP AND ITS PURPOSE.....	7
PURPOSE OF COUNCIL SUMMER CAMP.....	7
MISSION OF THE BOY SCOUTS OF AMERICA.....	7
VISION STATEMENT – THREE HARBORS COUNCIL SUMMER CAMP.....	7
WHAT CAMP MANAGEMENT EXPECTS OF YOU.....	8
SCOUTING SPIRIT.....	8
SHARP APPEARANCE.....	8
GOOD PHYSICAL CONDITION.....	9
STAFF ADVANCEMENT.....	9
USE OF TOBACCO PRODUCTS.....	9
ALCOHOL AND DRUG ABUSE.....	10
TERMINATION OF EMPLOYMENT.....	10
TERMINATION OF EMPLOYMENT BASED ON A YOUTH PROTECTION VIOLATION.....	11
DISCIPLINE.....	11
DAMAGE TO CAMP PROPERTY.....	11
KEYS.....	11
TWO-WAY RADIOS.....	12
FIREARMS AND OTHER PERSONAL WEAPONS.....	12
SAFE OPERATION OF VEHICLES AND EQUIPMENT.....	12
USE OF DINING HALL/KITCHEN.....	12
CRISIS/EXTERNAL COMMUNICATIONS.....	12
REVEILLE AND TAPS--ALERTNESS.....	13
PUBLIC DISPLAYS OF AFFECTION (PDA).....	13
EMPLOYMENT AT WILL.....	13
WHAT YOU CAN EXPECT OF CAMP.....	14
EVERYONE IS IMPORTANT.....	14
CAMP STAFF LIVING QUARTERS.....	14
FOOD.....	15
PAY, PAY DAYS.....	15
THE HEALTH OFFICE.....	15
INSURANCE.....	15
ILLNESS OR INJURY.....	15
TRAINING AND GUIDANCE.....	15
PERMANENT FILE.....	16
VISITORS.....	16
TIME OFF.....	16
RELIGIOUS SERVICES.....	16
ORDER OF THE ARROW.....	16
OPEN DOOR POLICY.....	16
LAUNDRY.....	17

TRADING POST 17

PREPARING TO BE A MEMBER OF CAMP STAFF..... 18

YOUR LETTER OF AGREEMENT 18

BSA MEMBERSHIP 18

CERTIFICATIONS 18

ANNUAL HEALTH AND MEDICAL RECORD (PARTS A, B, AND C) 18

COUNSELORS IN TRAINING 18

I-9 DOCUMENTATION 18

WORK PERMITS 19

PERMISSION SLIPS 19

EMPLOYEE WITHHOLDING CERTIFICATE (W-4 & WT-4)..... 19

PERSONAL EQUIPMENT 20

PERSONAL EQUIPMENT/PROPERTY SECURITY 20

WHAT TO BRING WITH YOU 20

CAMP STAFF UNIFORM POLICY 20

STAFF T-SHIRTS AND POLOS 21

STAFF NAMETAGS 21

GENERAL STAFF INFORMATION..... 22

CAMP TELEPHONE NUMBERS 22

CAMP MAILING ADDRESSES 22

EMERGENCY PROCEDURES..... 23

GENERAL PROCEDURES 23

EMERGENCY SIGNAL 23

MEDICAL EMERGENCY 23

CHILD ABUSE..... 24

FIRE..... 24

LOST SWIMMER 24

MISSING PERSON..... 24

SEVERE WEATHER..... 24



INTRODUCTION

This staff manual was prepared to help you do a better job as a camp staff member. Prior to arriving at camp, you need to become thoroughly familiar with the techniques and information in this manual. This manual is for ALL staff members. There have been numerous changes therefore it is especially important for returning staff members to be especially careful as they study this manual.

Important highlights of this staff manual include:

- Your role and purpose as a camp staff member
- Summer camp program highlights
- Camp uniform policy
- Camp traditions
- General rules, regulations and guidelines
- Activities “just for staff”

When staff training begins, we will assume that you have already read the manual and that you understand it. During staff training, your manual will be one of many resources at your disposal. Keep your manual with you throughout your training. Take notes, ask questions and participate in discussions. While this manual does not include everything you will need to know, it provides the foundation.

During the summer, you will find your staff manual invaluable as a quick reference for answering questions that arise in your mind or may be put to you by Scouts and leaders. Just a moment of page turning can save many steps. Take time periodically to review the section of the manual that pertains to your job. The staff manual will give you a view of the overall camp operation.

This manual does not have all the answers, but it may make the search easier. If questions remain after reading the manual, ask your area director or another senior member of the camp leadership team. The purpose of this manual is to make sure each member of the staff has the information he or she needs to carry out his or her responsibilities at camp.

Regardless of where you work or what you do, your most important job is to meet the needs of our customers – THE CAMPERS. In the end, our customers sign our paychecks. Through their feedback, our customers have the final say on how well we did as a team. Through their choice of camps, they have a big say in how we prepare for the future.

In summary:

- Read the manual before arriving at camp
- Use it as a resource during training and throughout the summer
- Ask questions if you don't understand something
- It is everyone's job to provide excellent customer service

CAMP AND ITS PURPOSE

Purpose of Council Summer Camp

The highlight of the Scouting year for Scouts is their week at summer camp. To a Scout, the magic of summer camp is the greatest adventure that Scouting holds. To a Scout leader, summer camp is the greatest opportunity he has to help his Scouts grow, and thus to achieve Scouting's aims. As camp staff members, we have the responsibility to help a Scout find that magic.

Mission of the Boy Scouts of America

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

Vision Statement – Three Harbors Council Summer Camp

It is the vision of Three Harbors Council Summer Camp to continue to positively impact the lives of young people and their leaders through inspiring and effective delivery of the finest Scouting possible through their summer camp experience and to develop character and skills through a balanced summer camp experience that includes: community living, advancement, skills instruction, physical activity, patriotism and fun.

WHAT CAMP MANAGEMENT EXPECTS OF YOU

In agreeing to work at camp you are affirming your commitment that while employed by camp, you will conduct yourself at all times, both on and away from the camp, so that you are a credit to the Boy Scouts of America, Three Harbors Council. Resident camp comprises a community of hundreds of people and represents a key development program of the Boy Scouts of America. The standards are high and as a staff member you are accountable for complying with these standards as a condition of employment. Adherence to them is an important part of your performance at camp.

As a staff member you must:

- Be a registered member of the Boy Scouts of America;
- Subscribe to the Scout Oath or Promise, the Scout Law and the Declaration of Religious Principle;
- Fully cooperate with the policies, program and management of Three Harbors Council;
- Participate successfully in the designated staff training and fulfill the job requirements specified by camp, through working with your staff director/manager;
- Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment;
- Show evidence of successfully completing a physical evaluation during the past twelve months using the form provided by the BSA.

Scouting Spirit

Camp staff members are employed to serve campers, leaders, advisors and camp visitors. We need to make sure that the “summer camp experience” exceeds their high expectations. Being a camp staff member means being ready to assist willingly, whenever and wherever needed.

The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in a summer camp environment. Exemplifying those ideals in your dealings with participants and staff members is one of the best things you can do this summer. Your Scouting spirit will rub off on others, so keep it at its best—it will make the difference!

Camp participants deserve your best. Each staff member should constantly strive for excellence. The best staff members learn by doing and seek to learn how they can do better as the summer progresses. Each participant expects the same top notch experience, and it is up to the camp staff to see that they get it.

Sharp Appearance

Developing character in youth by providing a safe, adventure-filled experience is our camp’s primary objective and must be kept foremost in each staff member’s thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

Personal appearance is important since our camp is the showcase of the Three Harbors Council and each staff member reflects not only on himself or herself, but on the entire camp and the BSA.

Personal appearance is essential to achieving the camp’s objective. Pride in your appearance, uniform and personal grooming makes you and those around you feel that you are part of a first-rate team.

If staff appearance is less than first rate, it implies that staff attitude and performance are less than first rate. Dirty or uncombed hair may not seem distracting to some people, but we need to be as approachable and as impressive as possible to every participant.

Each staff member shares responsibility for how the entire staff is perceived. Each staff director/manager is responsible for enforcing appearance standards within his or her assigned department.

Three Harbors Council Summer Camp Staff Standards for Personal Appearance:

- **Uniforms:** Proper field and activity uniforms must be kept clean, properly fitted, and in good shape.
- **Hygiene:** Personal cleanliness and hygiene are required. Staff members must shower or bathe frequently and encourage others to do likewise.
- **Facial hair:** Beards and mustaches, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. Camp is not the place to begin growing a new beard or mustache.
- **Hair:** Hair must be kept clean, neatly trimmed and show evidence of good grooming. Extreme hairstyles, such as scalp locks and dreadlocks are not allowed. Unusual or out-of-the-ordinary hair colors are not allowed.
- **Body Decorations:** Unusual or dangling earrings on females, offensive tattoos and visible body piercings that may be offensive to participants or interfere with job duties and performance are unacceptable. Males are limited to "post" or "spacer" type earrings.

These standards apply to every department, including those staff who work off camp or present interpretive programs. If you have any questions about these policies, please contact camp management or Three Harbors Council.

Good Physical Condition

Good physical condition is a must for the strenuous life of a summer camp staff member. Proper diet, health care, and getting enough rest will help you avoid becoming fatigued. In consideration of those living around you, you are asked to go quietly about your activities between 11:00 p.m. and 6:00 a.m.

You are responsible for keeping yourself physically fit and alert. Camp staff members face a variety of demands and emergency situations throughout the summer, so it is important that every staff member remain in top physical condition.

Staff Advancement

Staff members are allowed to participate in any advancement while employed with Three Harbors Council only with the permission from their area director. A properly signed merit badge card from your Scoutmaster or area director must be submitted to the camp director or program director. We want to work with our younger staff to help them advance in rank, but it is important to work through your area director to accomplish this goal. It is a privilege that is earned through expected performance in your normal job duties.

Use of Tobacco Products

Smoking, including the use of smokeless tobacco, e-cigarettes, vaporizers, etc., is prohibited in all camp buildings, tents and vehicles. While in uniform and/or on duty, smoking or the use of smokeless tobacco is not permitted. Designated smoking areas are established for both staff members and participants. Those staff members who must smoke and are of legal age (18) are expected to set an example and only use these areas.

Alcohol and Drug Abuse

Three Harbors Council is committed to providing a safe and wholesome environment for participants and employees. Camp will maintain a “Zero Tolerance” policy for the use of illegal drugs, the abuse of prescribed drugs, or possession and consumption of alcohol.

The “Zero Tolerance” policy states that each employee will:

1. Have no contact with illegal drugs, including marijuana and abuse of prescribed drugs. “Contact” means use and/or possession.
2. Not possess (includes empty containers), use, or be under the influence of alcoholic beverages on camp property or in uniform anywhere; not drink and drive; not assist any minor (under age 21) in obtaining alcoholic beverages; and, if under age 21, will not seek, obtain or consume alcoholic beverages. This policy applies to Three Harbors Council and all properties where camp programs are conducted.

Violation of the “Zero Tolerance” policy will result in immediate termination and possible prosecution.

Special Note: Camp management reserves the right to request that a staff member submit to a drug test to determine usage. This test will be conducted and the results will be maintained with the strictest confidence. If the staff member refuses to permit this test, this may be terms for immediate dismissal from camp. In all cases of an accident that may result in a worker’s compensation claim you will be administered a drug test.

Termination of Employment

Trust is important to the members of the camp management team. We are serious about these matters because we care about you and the participants we serve. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If the employee is found not guilty, he or she will be re-instated, retroactively.

Violations of the trust placed in you related to the following items may result in the termination of your employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual’s personnel file and may jeopardize chances of future employment at camp or Three Harbors Council.

- Violation of camp’s alcohol or drug abuse policies
- Receiving a DWI citation while employed at camp
- Theft of camp or personal property - including food
- Unauthorized or personal use of camp vehicles (includes golf carts, trucks, etc.)
- Participating in or encouraging the hazing of any person at camp
- Engaging in horseplay when using two-way radios
- Violation of the law, including traffic violations
- Tardiness or absence from work
- Gross misconduct
- Fighting
- Insubordination
- Failure to wear proper uniform or to maintain acceptable appearance
- Willful damage to Boy Scouts of America property, including graffiti
- Soliciting funds, sale of property or use of BSA facilities for personal gain
- Personal use of camp workstation telephones
- Use of firearms outside of program areas and established BSA policies
- Use of fireworks or explosives except where specifically approved by the council
- Carelessness or deliberate failure to observe safety measures

- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses, or search and rescue equipment
- Harassment of any person, including physical, emotional or sexual harassment
- Inappropriate conduct or language, profanity, verbal and/or physical confrontation of guests or staff
- Abuse of a child or anyone else including another staff member
- Sexual activity by minors or unmarried couples
- Unauthorized entrance into any camp building or facility
- Failure to comply with camp's wildlife policy
- Unauthorized hiking or camping in the backcountry
- Trespassing on unauthorized private land and state and federal closed public land
- Inappropriate, unauthorized or illegal use of internet service

Any physical assault or altercation that occurs between a staff member and a guest or among staff members is cause for immediate dismissal. Conduct not acceptable with campers includes but is not limited to grabbing, touching, wrestling, fighting, swearing, etc.

Termination of Employment Based on a Youth Protection Violation

Any staff member whose employment is terminated for violating Youth Protection or hazing policies will be permanently banned from working on any camp staff and may face criminal prosecution.

Discipline

Discipline of the campers is the unit leader's job. Staff members are prohibited from administering any form of discipline, including pushups, running laps, picking up rocks and work crews. If a Scout requires discipline, refer the issue to the unit leader through your staff management. Hazing of campers and other staff members is strictly prohibited.

The Scout Oath and Law are the accepted code and constant guide to all relationships within camp. Staff members should always present themselves in the spirit of Scouting.

Damage to Camp Property

We are very proud of our camp and of our camp equipment. We understand that damage and sometimes loss can take place. However, if negligence on your part results in damage or loss of equipment issued to you in the performance of your duties, you may be subject to a repair/replacement fee. If severe enough, this may lead to possible dismissal.

Keys

Many staff members are issued camp keys that provide access to staff housing, program and maintenance areas. These keys remain the property of the camp and are not to be duplicated or loaned to others. Failure to return keys with a program reassignment or at the end of your employment or job transfer can result in a key replacement charge of the cost of the key and any locks it opens. Loss of a camp master key could result in you being charged for the cost of re-keying all locks accessible by that key.

Two-Way Radios

Staff members may be issued two-way radios for camp-wide communication purposes. These radios are expensive tools and should be treated with care. The person to which a radio is assigned will be responsible for lost or damaged radios or radio parts, up to and including the replacement cost of the entire radio if necessary.

Radio use should be limited to business purposes only. No staff member should engage in horseplay, profane language or other inappropriate use of the radios. Remember that Scouts, leaders and other staff members can hear everything broadcasted via radio, and that radios may be monitored by outside groups. During an emergency, radio communications should only be related to the emergency; other communications should wait until the emergency is over.

Firearms and Other Personal Weapons

The use of fireworks is prohibited. Use of fireworks is grounds for immediate dismissal with no exceptions. No staff member is to bring any type of firearm or weapon to camp. This includes personal bows, arrows, handguns, rifles, and/or shotguns.

Personal pocket knives and multi-tools are permitted as long as the blade length does not exceed three inches. Sheath knives are normally not permitted unless specifically approved by the camp director, and then only for use in special program areas.

Items such as pellet guns, paintball equipment, air rifles, sling shots, crossbows and other such items should not be brought to camp. If these are found, they will be confiscated.

Safe Operation of Vehicles and Equipment

- Only persons directed by the camp director and/or camp ranger are to operate camp vehicles.
- Camp vehicles are not to be driven off camp property without being directed to do so by the camp director and/or camp ranger.
- Personal vehicles are not to be used on camp property without permission from the camp director and/or camp ranger.
- Dangerous equipment is only to be used by adult staff members trained to do so by the camp ranger.

You may drive your car for transportation to and from camp. Our camp speed limits are restricted to 10 MPH or less. Staff members are also strongly discouraged from using another staff member's vehicle. Permission forms must be on file for staff members under 18 years of age to drive or ride with other staff members under 18 years of age.

Use of Dining Hall/Kitchen

Only the staff members assigned to the dining hall/kitchen will be allowed in the kitchen, refrigerators or pantries, and only then in performance of their duties. All others will not use or go in the kitchen unless asked to by the camp director, camp cook, or program director. Health regulations state that camp staff members may not eat or drink in the kitchen, and that hats or other hair restraints must be worn in the kitchen at all times.

Crisis/External Communications

In the event of an emergency, ALL external communication (with affected family members, home council, media, authorities outside the camp; police, fire, health department, emergency services, DNR etc.) are handled by the camp director or his or her designee. Staff members receiving requests for information should direct inquiries to the management spokesperson and, under no circumstances, initiate contact with family or media. However well intended, the release of incorrect or incomplete information further complicates situations and is a disservice to our campers and their families.

Note: Improper communications such as this are grounds for possible dismissal.

Reveille and Taps--Alertness

All staff will participate in expected activities and be alert and focused on camp activities from 7:00 a.m. until evening duties are complete. From 11:00 p.m. until 6:00 a.m., each staff member is expected to be in his or her assigned sleeping quarters.

Any staff members not alert or whose performance of their duties is found lacking due to fatigue will be issued a warning. Upon the second warning, that person's entire quarters will be subject to a formal and enforced curfew. If a third warning is issued, any electronic devices that may be hindering staff performance, i.e. TVs, radios, video games, computers, etc., will be removed from the lodging area by the camp director until the time when they can be returned to the owner's home. Please remember the use of these items is a privilege, not a right, and that privilege is subject to removal if the situation should occur. Further violation will result in termination. We reserve the right to disconnect electrical service to your residence area if these problems persist.

Public Displays of Affection (PDA)

In order for our staff to best serve our customers and support each other, public displays of affection from staff to staff, staff to campers, staff to visitors is strongly discouraged. Females are not allowed in male cabins, and males are not allowed in female cabins. Each camp will have designated areas in which all camp staff members may gather for social time.

Employment at Will

All employees of the BSA are "employees at will" and, as such, are free to resign at any time with or without advance notice or reason. Similarly, Three Harbors Council, BSA may terminate the employment of any individual with or without advance notice or reason. Early resignations may affect future employment.

WHAT YOU CAN EXPECT OF CAMP

Everyone is Important

All staff jobs are important and inter-relate—we have ONE STAFF. You hold a position on the camp staff because you have leadership ability plus ability in a specialized field. You are expected to be able to fulfill the skills required by your Scouting rank. Try to better your skills throughout the summer. Your ability-growth makes you a more valuable member of the staff. Talk over your ideas with others. From their experience you may find many suggestions—all of us want you to do a better job no matter what department you serve.

Your staff job is very important and so is every other job in camp. A problem in one area is a problem for everyone and reflects badly on all of us. We must respect everyone's work and lend a hand if needed. At camp we live closely and at times, we can wear on each other, so think before you speak or act. We must all work at living with each other—camp is training for us as we learn to respect each other's rights, property, wishes, skills, and even faults.

You may find yourself transferred from one job to another as situations dictate. All we ask is that you do the best job you can in any task. Every single job at camp is necessary. Remember whatever you are asked to do is important. In fact, chances are that the person asking you has done the same job before too. There is no job beneath the dignity of any staff member...or unworthy of a staffer's best effort.

Camp Staff Living Quarters

Staff will be provided room and board. Staff are housed in cabins, bunkrooms or a staff lodge. Staff members are responsible for providing their own linens, blankets, pillows and towels.

You are expected to live in your assigned quarters. Please do not move camp furnishings into or out of your quarters without permission. All staff must live on camp property unless approved by camp management.

Most staff members live in close proximity to other staff members and participants; therefore, sanitation and safety in your quarters affects those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating safety hazards such as open flames, overloaded electrical outlets, and food or trash that may attract ants and rodents. Each staff member's quarters must comply with camp's wildlife policy.

Personal property brought to camp is to be stored in each staff member's assigned living space. Common areas such as laundry rooms, lounges, porches, etc. are not to be used for personal storage. If you have a bulky item that cannot fit in your quarters, please ask the camp management for assistance.

Personal property left on camp property after camp closes will be presumed to be abandoned. It will be treated as any other "lost" item and may be disposed of at the discretion of the camp ranger.

Note: Summer camp participants (youth and adult) and visitors are not permitted to be in any staff lodging/meeting facility, or use any staff facilities, unless specifically approved by the camp director or his or her designee.

Room Checks/Inspections: Camp management will make occasional checks of staff quarters. These checks are necessary to maintain health, fire and safety standards for your protection and to identify maintenance needs. While electricity is available in staff lodging, large appliances are not recommended. Electrical wiring in these locations is designed for minimal needs. Multiple outlet plugs may not be used. You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written on the walls of any camp structure are not acceptable.

Staff needs to be aware that their actions are closely scrutinized by camp participants while on and off duty, in the backcountry, and in town. Any impropriety or the appearance of impropriety reflects negatively on camp. Members of the opposite sex are not permitted in staff areas of the opposite sex. Disruptive behavior after 11:00 p.m. inside and around staff lodging will not be tolerated.

Food

You are provided three well-balanced meals a day. You should discuss special diets for medical or religious reasons with the camp director prior to your arrival at camp.

Pay, Pay Days

Staff salaries are based on an established pay chart that takes into account position responsibilities and tenure. You'll be paid on the 15th of the month and the last day of the month. **Direct deposit of your paycheck into your bank account is required.**

Note: If you are suspected of making illegal charges on any camp account, your final pay check may be delayed until that charge is settled. **Your staff pay is a personal matter and should not be a topic of discussion with other staff or campers.**

The Health Office

The health office offers immediate care, required transportation to area hospitals, and referrals to doctors and specialists for staff members. Camp does not provide free medical exams. You are responsible for the purchase and securing of any maintenance medications you may require.

Insurance

Accident and sickness insurance provided by camp takes care of cost for doctors and hospital expenses as listed in the Campers' Accident and Sickness Insurance booklet. Death benefit insurance is included. The coverage has exemptions such as medical conditions existing prior to coming to camp. It is important that you and/or your parents understand the coverage and its limitations.

The council provides coverage for injuries received from accidents while on the job through worker's compensation. To qualify for this benefit, you must report all injuries and illnesses immediately (within 24 hours) to the health officer and the camp director so you can receive proper care and the benefits from this insurance.

Illness or Injury

Seasonal staff members who incur an illness or injury that prevents performance of regular job responsibilities and/or requires a prolonged recovery period will be released to recuperate at home at the discretion of camp management in consultation with medical professionals. Upon complete recovery and full release by a physician, employees may return to work if the position has not been filled, or may be reassigned to another staff position.

Training and Guidance

All staff members must complete a pre-camp training program that provides orientation and instruction for every job. Expert training is provided for some programs and jobs. Mature and experienced staff leaders will help you during staff training week and with on-the-job training and counseling throughout the summer. Your director/manager is interested in helping you grow and develop. You will have regular performance reviews. At these reviews, your director/manager will talk about your performance, how you can be more effective, and how you can make the best use of your talents. Late-arriving staff must attend staff orientation training upon arrival at camp.

Permanent File

Three Harbors Council responds to requests for recommendations to other employers only when you notify the council in writing. Your personnel file is the property of Three Harbors Council and is confidential. Information from it will not be shared otherwise.

Visitors

Due to heavy and demanding responsibilities, people visiting staff members (parents, friends, relatives, girlfriends/boyfriends, etc.) must be held to a minimum. Occasional visitors are welcome; however, there is no housing available for overnight stays.

Visitors must check in with the camp director or his or her designee and wear appropriate visitor identification. Visitors must check out upon departure. In addition, visitors must purchase a meal ticket if they wish to eat with the staff.

All staff members must get permission from the camp director before having any visitors in camp. Visitor conduct is the responsibility of the staff member he or she is visiting. Visitors are not allowed to utilize camp facilities or possess camp equipment.

Time Off

A reasonable schedule of time off is provided for each staff member. Time off will be arranged with the camp director or program director so it does not jeopardize the operation of program. Before leaving on time off, you must inform the camp director/designee of your itinerary so that you can be reached in an emergency.

Only after all duties have been performed will you be excused for your time off. Each staff member must first check out with the camp director or designee before departure.

All staff members are expected to stay until the end of camp. All personal living spaces must be cleaned prior to receiving your final pay.

Religious Services

The Scouting movement recognizes religion as an integral part of the character building process. It encourages its members to adhere to the beliefs and practices of the various faiths. Chapel services are a part of our camp-wide program, and every staff member is encouraged to attend.

Our Boy Scout summer camps also employ a staff chaplain either as a full time or part-time position.

Order of the Arrow

The Order of the Arrow is an important part of the overall camp program, and staff members who are in the OA should take an active part in its camp operation. We must remember, however, that the OA is just one part of our schedule and that we have a responsibility to the entire program. Above all, OA staff members must live by not only the Scout Oath and Law but also by the admonition and Obligation

Open Door Policy

Camp has an open door policy. After meeting with your director/manager, if you are not satisfied with the handling of a concern, you are free to take your concern to the next higher supervisor. If still not satisfied, your concern may be brought to the camp director and then to the council's Outdoor Program and Facilities Director.

Laundry

You should stay with your laundry if possible. Detergent and dryer sheets should be kept in your cabin. Also, you should be considerate of others. If clothes are in the washer, place them in the dryer. If clothes are in the dryer and dried, place them on top of the dryer. To prevent a fire hazard, make sure to check and clean the lint trap before and after you use the dryer and check for smoking materials in clothing pockets.

Trading Post

The trading post carries personal camping equipment, Scouting items, uniform parts, sundries, and camp logo items. You are required to bring a complete uniform to camp, but if you are missing an item, the trading post will be able to order uniform parts for you during staff week. Payroll deduction is not an option.

Only those staff members assigned to work in the trading post will be allowed behind the counter.

PREPARING TO BE A MEMBER OF CAMP STAFF

Your Letter of Agreement

You are responsible for reading and understanding the contents of your letter of agreement before signing it and returning it to the Outdoor Program and Facilities Director. **Your signature indicates your approval of all conditions.** If for any reason you cannot, or do not, expect to accept all terms contained in the letter, including the specified beginning and ending dates, and those terms in this guidebook, please check with us by calling or writing the council before your arrival at camp. **Your letter of agreement must be returned by May 1, including all federal and state forms included in your packet.** Health forms are due upon your arrival at camp.

Camp management reserves the right to transfer an employee to another assignment at any time if it is felt he or she is better suited to that position or that a change would better serve the participants or camp.

Other forms will be required and may vary based on the age and home state of the staff member. Failure to present the required documentation within three days of beginning employment may result in the staff member being relieved of their duties and sent home. It is not the responsibility of camp management to acquire/complete the forms that are required for employment.

BSA Membership

All camp staff members must be registered members of the Boy Scouts of America. If you are not already registered with the BSA, you will be required to register. Staff members under 18 will be required to fill out a youth application, and staff members 18 and over will be required to fill out an adult application. All staff members must adhere to all of the membership standards of the Boy Scouts of America.

Certifications

Are you certified as an instructor in Rifle? First aid? CPR? EMT? If so, please **bring proof of certification** to verify your qualifications. All staff should try to obtain basic first aid and CPR/AED certifications before arriving at camp.

Annual Health and Medical Record (Parts A, B, and C)

You are required to submit a current BSA Health and Medical Record with parts A, B and C, completed and signed by a physician within the last 12 months. You must get a physical exam prior to your arrival at camp.

Counselors in Training

The “counselor in training” is an unpaid staff position. The intent is for a younger Scout (14 or older) to gain experience with camp staff. They normally will fill a position in a program area for no more than two weeks. **Since this is an unpaid position, CITs are not required to provide I-9, W-4, WT-4 or work permit forms.**

I-9 Documentation

Staff members not satisfying I-9 documentation will be required to complete a Volunteer Staff Agreement and work without pay, or leave the property, until the I-9 is complete. **CITs and other unpaid positions will not require this form.**

Work Permits

- Effective June 23, 2017, 16- and 17-year-old minors in Wisconsin are no longer required to obtain a work permit prior to beginning work. (Previously, all minors in Wisconsin were required to obtain a work permit prior to beginning work.)

What Stayed the Same?

- Minors younger than 16 must still obtain a work permit prior to beginning work.
- There are no changes to the maximum hours or times of days that minors younger than 16 may work.
- Prohibited employment provisions still apply to work that minors can perform. Wisconsin state law still prohibits all minors under 18 from performing hazardous work and differentiates the types of jobs by age. Examples of jobs prohibited to minors under the age of 16 would be working in a factory or anywhere where manufacturing takes place, or operating power machinery. A 16 or 17-year-old is prohibited from operating a motor vehicle as a part of the job.

CITs and other unpaid positions will not require this form.

Permission Slips

If you are under 18 years of age, your parents must grant permission if you plan to leave camp at any time. If we do not receive a signed permission form, you will not be permitted to leave the camp property. If you plan to leave on weekends with someone other than your parents, that person must be noted on your permission form.

Employee Withholding Certificate (W-4 & WT-4)

Fill out the enclosed W-4 and WT-4 form(s) and mail it to the council so there is no delay in setting you up with payroll. **CITs and other unpaid positions will not require this form.**

PERSONAL EQUIPMENT

Personal Equipment/Property Security

Camp is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you provide loss coverage for your personal effects. This may be included on your parents' homeowners' policy. If you can bring a foot locker and padlock, you will have extra storage and security. Camp is not responsible for theft of or damage to vehicles, bicycles or personal property. Damaged or stolen items will not be replaced by the camp or council.

What to Bring with You

Suggested Items:	Optional Items:
At least two complete camp staff field uniforms (Only one uniform shirt will be necessary)	Camera, film
Sheets, blankets, pillows, pillowcases, and/or sleeping bag	Musical instrument
Rainwear and boots	Footlocker with lock
Other clothing for cool nights, work duties, and swimming	Bible, testament or prayer book
Lightweight hiking shoes or boots	Notebook, pen, pencil
Watch or non-electric alarm clock	Songbook
Laundry detergent and dirty clothes bag	Sunglasses
Duffel bag or pack	Sun screen
Flashlight and insect repellent	Fishing gear
Underwear, socks, pajamas	Scout pocket knife
Toilet articles and other personal items	Other items to be comfortable
Towels and handkerchiefs	Backpack for personal supplies throughout the day
T-shirt and shorts for off-duty time	
Long pants	

Camp Staff Uniform Policy

The Boy Scouts of America is a uniformed organization, and wearing the uniform properly at camp is part of your job responsibility. The proper uniform is required whenever you leave your housing area, unless you are leaving camp property. This includes wearing a proper, clean uniform in the dining facilities regardless of time off.

Staff members must bring or buy enough uniform parts to be in correct uniform on a daily basis. **Repeated infractions of the staff uniform requirements will result in dismissal.**

The camp staff activity uniform is worn at breakfast, lunch and generally throughout the camp day. The field uniform is worn at dinner, campfires and when otherwise directed. All uniforms must be neat and clean.

Field Uniform	Activity Uniform
Venturing uniform shirt	Staff T-shirt or polo
Venturing shorts or pants	Venturing shorts or pants
Venturing socks	Venturing socks
Venturing belt or leather Scout belt	Venturing belt or leather Scout belt
Dark/sturdy boots or shoes (no white tennis shoes)	Dark/sturdy boots or shoes (no white tennis shoes)
Staff nametag	Staff nametag
Staff, BSA or blank baseball cap	Staff, BSA or blank baseball cap

Proper staff uniform is an essential element of a great Scout camp. Many camps do not follow this policy, and the effects are obvious. We wear the Scout uniform to set the proper example and symbolize the spirit of Scouting. Sunglasses are permitted, but should be removed when in direct conversation with someone

Staff members can purchase all BSA uniform apparel at the Milwaukee or Kenosha Scout shops, or other BSA shops. The Three Harbors Scout Shop can be reached at 414-453-9777. There will be no orders completed through payroll deduction. There will be no staff uniform orders taken at camp.

Staff T-Shirts and Polos

All staff members will be issued unique staff items either during staff week or immediately after staff week. All staff will be given the opportunity to replace or order additional staff shirts and caps if needed. These replacement/additional items will be made available to staff "at cost".

Note: Selling or trading a staff uniform shirt to non-camp staff is not permitted due to safety and security issues.

Staff Nametags

You will be issued a staff ID badge which must be worn in a conspicuous place (either clipped to your shirt pocket, shirt collar, or around your neck on a lanyard). The ID badge must be worn at ALL TIMES because it is a part of the camp security procedures.

Nametags must not be embellished with stickers, markers, nicknames, etc. A \$5.00 fee will be charged to replace lost, damaged or missing nametags.

GENERAL STAFF INFORMATION

Camp Telephone Numbers

The camp phone is for business and emergency use only. Any outgoing calls by staff members must be authorized by the camp director or program director. Staff members will be required to pay for unauthorized long-distance calls and will be subject to disciplinary action up to and including dismissal.

Personal calls should be directed to each camp staff member's personal cell phones. **In an emergency only**, someone may use the following phone numbers to contact a staff member:

Camp Oh-Da-Ko-Ta

Chris Kraidich
Camp Ranger
262-939-1311

Indian Mound Scout Reservation

Steve Polacheck
Camp Ranger
262-305-7489

Camp Mailing Addresses

Friends, family, and others should address mail the following way:

Camp Oh-Da-Ko-Ta:

[Your Name], Staff
Camp Oh-Da-Ko-Ta
3363 Dyer Lake Road
Burlington, WI 53105

Indian Mound Scout Reservation:

[Your Name], Staff
Indian Mound Scout Reservation
37516 Forest Drive
Oconomowoc, WI 53066

EMERGENCY PROCEDURES

General Procedures

Because each camp has different facilities, geography and staffing, emergency procedures will vary slightly at each property. You will receive full training on camp-specific emergency procedures during staff week. You can also find more information at camp in the emergency procedures flipcharts, binders, and/or posters. Ask your camp managers if you are interested in more information. Below are some general guidelines for various emergencies at camp.

Emergency Signal

Each camp has an outdoor warning system which will be used to initiate all emergency procedures. The siren will be tested during the emergency procedures session of staff week. In addition, the siren will be demonstrated at the beginning of each camp session, and a camp-wide emergency drill will be held within 24 hours of the start of each camping session. Any time you hear the siren, treat it as a real emergency and follow any instructions announced via radio.

The following siren tones are used at camp:

- **Alert tone (steady, continuous tone).** This tone will be used for tornado warnings that affect the immediate camp area.
- **Hi-Lo tone (alternating high and low tones).** This tone will be used for quickly assembling the entire camp for a missing person, lost swimmer, fire, or approaching severe weather.
- **Whoop tone (a slowly rising tone) or Wail tone (a slowly rising and falling tone like a police siren).** This tone will be used to officially signal the all clear after an emergency. Nobody may leave shelter or assembly areas until the all clear siren is heard.

Medical Emergency

If a medical issue can be handled with simple first aid by a staff member or another adult, it is okay to do so. The health officer should always be called if the injury is serious or beyond the staff member's level of training. All first aid incidents must be reported on a first aid card and turned in to the health officer as soon as possible.

The health officer is available via two-way radio any time any person is on the camp property. When calling for the health officer on the radio, do not transmit personal, identifying information. Simply request that the health officer immediately respond to your location. If necessary, let the health officer know about any special equipment he or she should bring (e.g. EPI-Pen, AED, oxygen, etc.).

In the event of a severe injury, do not attempt to move an injured person. The health officer will report to the victim. Only move an injured person if the injuries are fully known or minor or to prevent further harm to the victim, another person or the rescuers.

If a camper or leader needs to go to the hospital but for a non-life-threatening injury, a unit leader shall drive the victim. The camp director's vehicle will be the primary vehicle for emergency transportation of staff members. The program director's vehicle will serve as backup.

For any injuries requiring emergency medical services, the parent, guardian or emergency contact person shall be called to inform him or her of the incident.

The camp director and/or camp ranger must be notified immediately if 911 is called.

In emergencies where contact with body fluids of a victim is possible, standard precautions must be utilized. Refer to materials and staff training on standard precautions and blood borne pathogen exposure control plan.

Always protect yourself from contact with blood and body fluids of accident victims. The health officer is the designated person who should deal with these types of emergencies. In cases where body fluids are involved in an accident, use the disposable gloves that are available in the first aid kits. In cases where CPR or respiratory assistance is needed, use the one-way valve masks located in your area.

Child Abuse

Suspected child abuse—whether physical, mental, emotional or sexual—should be reported to the camp director immediately. When the camp director is not present, report it to the program director. Do not try handling the problem yourself or try investigating. Do not speak of the subject with anyone else. Remember that it is not your duty to investigate, it is only your duty to report the incident.

Fire

Immediately evacuate the area and report the fire to the camp director. Fire extinguishers are available for small fires, but should only be used if one extinguisher can handle the job and there is a clear path to safety. If the camp director decides to mobilize the camp, he or she will sound the camp siren. Follow the instructions you will be given during staff week.

Lost Swimmer

If the camp director and aquatics director determine the need for a lost swimmer emergency procedure, the camp siren will sound. Follow the instructions you will be given during staff week. Some staff will be needed to account for all campers and leaders in camp, and others will be needed at the aquatics area to assist in the search procedure.

Missing Person

In the event of a missing person, the camp director may announce the incident via radio. Freeze your areas to check for the missing person. Remember to check nearby areas, including trails, latrines, buildings, etc. If the missing person is not found, the camp director may sound the camp siren to mobilize the camp. Follow the instructions you will be given during staff week.

Severe Weather

The camp managers will monitor NOAA weather radio, Internet radar, and any other available media if severe weather is approaching. Generally, program must move indoors for severe lightning storms. The camp director will announce whether or not to proceed with a severe weather evacuation either via radio or the camp siren. In the event of a tornado warning, the camp director will sound the “take immediate cover” siren. If you hear this siren, seek shelter in a sturdy building or find a low area such as a ditch to take cover in. Follow other instructions you will be given during staff week.