



Fire Mountain Scout Camp



Camp Staff Manual

Purpose of this Manual

This manual will serve as your guide for the summer. In order that all may have a clear understanding of camp staff requirements, we have listed the policies, standards, and aims of our summer operation. Each staff member is expected to become familiar with this manual to assure a smoother operation and fewer misunderstandings during camp training week and subsequent camper weeks.

The appearance of camp and the camp program should be indication to visitors – as well as campers – that the Scout Oath and Law govern our conduct at camp.

Naturally, there are certain understandings with which we must be able to work smoothly and efficiently. Primarily, you accept an obligation upon signing the code of conduct to dedicate your summer to the service of our youth. It is because of them, that the camp is maintained, and it is their welfare that we should keep in mind.

Table of Contents

1 – Purpose of this Manual	11 – Personal Traits That Make a Success of you
2 – Welcome Letter	12 – Customer Service
3 – What to Bring	13 – Expectations of Camp Staff
4 – Uniform Policy	20 – Staff Discipline
6 – History of Fire Mountain	21 – Area Director Responsibilities
7 – Mission Statement	22 – Program Staff Responsibilities
7 – Scout Law at Camp	23 – Operation Staff Responsibilities
8 – Aims & Methods	24 – SIT Program and Responsibilities
9 – Purpose of Summer Camp	25 – Your Job as an Instructor
10 – Staff as a Team	26 – Camp Policies Related to Youth Protection

Welcome Home!

Fire Mountain has been the home to hundreds of scouts and scouters for over 50 years as they came first to build and then deliver program. You are now a part of that legacy. The obligation we all take as members of the staff here at Fire Mountain though goes back well before 1971 and event further back then 1907 and the founding of the Scouting Movement. Our obligation is to help the next generation grow into the best citizens, leaders, and people they can be. For this reason, our legacy as camp staff may impact the scouts that come through our gates in ways we can't imagine, including some of them coming back to join us at staff members, thus continuing the cycle that will lead to a better world. Because of this every one of us to who comes to Fire Mountain must dedicate themselves and to each other to NEVER GIVE UP!

You are now a part of this tradition.

Your success as a camp staff member will be largely based the attitude you chose to bring to the role. The task before us is difficult, but if we engage every challenge with enthusiasm for Scouting and support for each other you will find that even in the hardest of times at camp you will find a family of fellow staff (past and present) there to help you.

The expectation of EVERY staff member is strive to be the very best the Scouting Movement has to show and represent the Mount Baker Council and Boy Scouts of America with honor. Everything in this manual has its roots in the Scouting Values found in the Oath, Law, Motto, and Slogan.

As a staff at Fire Mountain, we will ask many questions, learn from our mistakes, and work to be prepared for every challenge. To remain always flexible has long been the motto of every Scout Camp Staff, and I know together we can overcome and deliver the promise of Scouting through any situation. NEVER GIVE UP!

I'm so excited to work with you and welcome you home as a part of this amazing family!

Yours in Scouting,

Sven Gilkey
Director – Fire Mountain Scout Camp

What to Bring to Camp

In addition to this list, please review the "Personal Effects" and "Electronics and other Electronic Devices" section of the "Expectations of Camp Staff" in choosing what to bring to camp.

- An accurate watch – (You may not be able to carry your phone around with you at camp)
- Bedding materials and/or sleeping bag – (Mattress topper highly recommended)
- Two complete field uniforms – (We have a uniform bank, please let us know if you will need parts)
- Work clothing (clothing that can get dirty and stained, not your uniform)
- Appropriate Outer Layers (sweatshirt, coat, raingear)
- Activity uniform shirts & OA sash
- Facial coverings
- Other clothing items as appropriate
- Swimsuit (See "Uniform Policy" for guidelines on appropriate swim attire)
- Toiletries
- Towel(s)
- Mesh or cloth laundry bag or small laundry basket (Laundry soap will be provided)
- Ten Essentials (Yes, all 10 of them!)
- Package of at least 10 pens
- Writing tablet/small notebook that can be carried in a pocket
- Staff manual (please print it out so you can take notes)
- Prescription medication – in original containers – with your name on it
- 2 pairs of shoes or boots (think mud and lots of walking; sandals or crocs don't count)
- Shower shoes (sandals or crocs are the best)
- Work gloves
- Coat hangers or clothes drying rack

What to Leave Home:

- Firearms, ammunition, or weapons of any kind
- Sheath knives
- Fireworks of any kind
- Controlled substances (other than prescription medication)
- Alcohol
- Marijuana products of any kind
- Tobacco products of any kind
- Vape pens of any kind
- Posters/stick pins

Forms that must be filled out and returned BEFORE arrival:

- Signed copy of Letter of Agreement
- I-9 form
- W-4 form
- BSA Medical form Parts A, B, & C (*If you cannot obtain a Part C form signed after August 1, 2019, there will be an opportunity to schedule a physical at camp during staff week.*)
- Copy** of your Social Security card
- Copy** of ID (ie: driver's license, birth certificate, Washington State ID, Military ID)
- Signed Code of Conduct (last page of this manual)
- Copy of all First Aid/CPR/and NCS certifications
- Copy of Washington State OR ServeSafe Food Handler's Card
- Permission to Work form (Under 18)
- Travel Permission Slip (Under 18)

Mount Baker Council Uniform Policy

All staff members represent the Boy Scouts of America and the Mount Baker Council #606. Therefore, all staff members must be in complete uniform at all times. Different uniforms are worn for different occasions. The following will guide you to ensure that there is no confusion as to what is meant by the reference terms used by camp management. These guidelines can be changed or amended by camp management at any time.

Field Uniform

To be worn at all flag ceremonies, chapel, and campfires unless otherwise designated by camp management.

- Official green/gray shorts OR pants (or look-a-likes approved by the Camp Director)
- Socks
 - If wearing Scout shorts, official Scout Socks must be worn (or approved knockoffs)
 - If wearing Scout pants, either official Scout Socks OR personal socks may be worn
- Scout belt OR plain black/brown belt
- Official Boy Scout or Venturing uniform shirt (tucked in)
- Camp Staff Hat (provided)
- Staff jacket or windbreaker (provided)
- *Note: The Complete Scouts BSA or Venturing uniforms are to be worn. Do not mix/match the uniform parts!*

Activity Uniform

To be worn at all times when outside of staff private areas when not in field uniform, except when your job requires a different attire; exceptions are to be approved by camp management in advance, or during times of emergency when it is not practical.

- Official green/gray shorts OR pants
- Socks
 - If wearing Scout shorts, official Scout Socks must be worn
 - If wearing Scout pants, either official Scout Socks OR personal socks may be worn
- Scout belt OR plain black/brown belt
- Current year staff shirt (tucked in)
- Camp Staff Hat (provided)
- Staff jacket or windbreaker (provided)

Lifeguard Uniform

Lifeguards, while on beach front duty, will be in lifeguard uniform for safety and identification purposes.

- Male Lifeguards
 - Black swim trunks AND Lifeguard t-shirt (provided by the camp)
- Female Lifeguards
 - Black board shorts AND Lifeguard T-shirt
 - OR One color 1-piece swimsuit

Miscellaneous

Because every staff member is wearing similar uniform parts, please be sure to write your name or initials somewhere on your clothing so that it can be easily identified.

Shoes and hiking boots as appropriate for the work environment is the proper footwear for camp. Open-toed shoes are only permitted in the Staff Village or the Beach and Marina. Just say lace up shoes or water shoes for beach.

Shirts will be tucked in at all times.

Dues-paid OA members may wear their Order of the Arrow sash on OA recognition day with the field uniform.

Only wear badges of rank or honor you have personally earned.

Unless a staff neckerchief is selected, the neckerchief is not worn as a part of the field uniform. Merit badge sashes are not considered daily wear as part of the camp staff field uniform.

Proper uniform and grooming by the staff promote similar conduct by participants and meets an NCAP standard. "Lead by example"

Swimming Attire: Swimsuits must be modest. For males, tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed. For females, bikinis are not allowed. Modest tankinis or one-piece swimsuits are appropriate.

History of Fire Mountain Scout Camp

The area now known as Fire Mountain Scout Camp was settled and farmed by William Gaches from La Connor in the early 1900s. He built the farmhouse and farmed 300 acres, planting the orchard as well as hay in the field which is now Lake Challenge. In the early 1950's the land was sold to Lloyd Nelson who raised beef cattle on the property. In 1971, the 300 acres owned by the Nelson's, as well as an additional 140 acres of the neighboring Walking M Ranch, were acquired by the Evergreen Area Council. The 440 acres were named Fire Mountain Scout Reservation by Council Scouter Bob Overstreet who, as a young man, had fought one of several fires on Cultus Mountain as a fire fighter.

Hundreds of volunteers as well as the Army Reserve, Navy Seabees, and Marine Reserves worked frantically to turn the hay fields into the beautiful 37 acre Lake Challenge, build the Dining hall, Campfire Bowl, and campsites so Fire Mountain would become a reality for hundreds of Snohomish County Scouts.

Over the years generous donors have financed 3 additions to the Dining Hall, the building of Salishan Lodge (which now houses the Museum and First Aid), and many other projects. In 1988 the Council Executive Board made a commitment to undertake a capital campaign to make Fire Mountain into a premier camping and training facility.

1988 saw the completion of a new commissary and separate meeting room addition to the Dining Hall, construction of a new bunkhouse with a lounge for the summer camp staff, the completion of two new troop campsites and, finally, the acquisition of 225 additional acres, bringing the total reservation to 665 acres.

Starting in 1990 the expansion continued with new plumbing and toilet facilities in each campsite and the opening of Cub Adventure Land to host resident camping programs for Cubs and Webelos Scouts. It featured a teepee campsite, a complete BB gun/Archery range complex, aquatics area and, its focal point, the Wild West style Fort Boeing.

In the early 2000's there was an additional push to improve the facilities and to enhance the program offerings available at the camp. This included the building of the 40-foot climbing wall in 2001 and the conversion of the campsites from canvas tents to stents and Adirondacks from 2002-2009.

Starting in 2011 there was the 'Great Campsite Facelift' which included relocating campsites closer to the lake, building better campfire pits and patrol areas. 2014 had the completion of the 1080-foot zipline over Lake Challenge to Bjorn's Island and the new high and low COPE course. And 2015 brought completion of the new boat beach marina on the south end of the lake.

Fire Mountain has continued to grow over the years into a premier Scout camping facility supporting Scouts, Cub Scouts and many youth and adult leader development programs throughout the year.

The Mission Statement 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.

Scout Oath

On my honor, I will do my best; To do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

The Scout Law at Camp

A Scout is...

Trustworthy – Throughout your life, you will find that trust goes hand-in-hand with success. The camp has specific requirements outlined for its personnel. The Camp Director will entrust to your duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

Loyal – Loyalty to the camp and your associates is essential. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

Helpful – It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

Friendly – As you pass a Scout or leader on the trail, even if you've never met, say "Hello!" A friendly word costs nothing yet gives so much to every Scout. Be a friend to all, not just a clique of buddies.

Courteous – You represent Scouts BSA as you deal with the boys, leaders, parents, or the public. Your actions, good or bad, will reflect upon camp, the Council and Scouts BSA. Courtesy may be interpreted as respect for the time of others. ALWAYS BE ON TIME. Above all, it means a reputation for reliability and promptness.

Kind – Kindness is often interpreted in its relationship to animal life. Show youth how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

Obedient – A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and loyalty to the camp and the Camp Director, if something is bothering you, ask for an appointment to talk to the right person – your area director/supervisor or Camp Director.

Cheerful – A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout Camp. There is no one in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon him or herself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

Thrifty – Each staff member should consider his responsibility in protecting and conserving the equipment, physical property, and the resources of the camp. You are in a position to save thousands of dollars that might have to be used to repair or replace damaged property.

Brave – This summer you represent the largest single organization in the world, and you are an employee of one of the finest Scout camps in the nation. You represent Scouting in all aspects. You believe in the Scout Oath and Scout Law; otherwise you wouldn't or shouldn't be here. Bravery is to do the right thing even when it is unpopular or difficult.

Clean – Your personal living quarters are to be an example of cleanliness and orderliness. If your living quarters are disorderly or dirty, campers can hardly be expected to do better. Get a haircut when needed, and shower regularly. Those who bend down and pick up trash will find their behavior contagious. Litter detracts from our camps' beauty and Scouts look up to those who lead by example. Together, we can keep camp clean.

Reverent – Being "faithful in one's religious duties" is of great importance. Setting the example helps to mold the attitudes of those who look up to us as the inspiration for right decisions and high ideals.

Aims and Methods of Scouting

The Aims

In order to know that we are meeting our mission, the Scouting program has specific objectives, commonly referred to as the “Aims of Scouting.” Fire Mountain Camp Staff, and its staff members, are committed to delivering program experiences that work towards achieving those objectives for our Scouts, their Units, and their Families.

Character Development – Character can be defined as the collection of core values by an individual that leads to moral commitment and actions, and encompasses a youth’s personal qualities, values, and outlook.

Leadership Development – Lord Baden Powell said, “True leaders don’t create followers...they create more leaders.” Scouts learn that the best leaders are those who seek every opportunity to communicate and mentor others in an effort to accomplish the team’s objectives.

Citizenship Training – Used broadly, citizenship means the youth’s relationship to others. They come to learn obligations to other people, to the society they live in, and to the government that serves that society.

Personal Fitness – Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-confidence, courage, and empathy).

The Methods

The methods of Scouting are designed to accomplish the Aims. Thus, it is important that you know and use the methods of Scouting. Fire Mountain Scout Camp integrated the methods of Scouting into every aspect of our camp program.

Other methods are good, but they may bring different results – results quite different than we are seeking.

Scouting Ideals	Adult Association	Patrols	Personal Growth
Outdoor Program	Leadership Development	Advancement	Uniform

Scouts BSA Declaration of Religious Principle

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which a member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership. – *Bylaws of Boys Scouts of America*

The Purpose of Summer Camp

*“A week of camp life is worth six months of theoretical teaching in the meeting room.”
– Lord Robert Baden-Powell*

The troop is the fundamental unit of Scouting that delivers the Scouting program and works to achieve its mission. The purpose of Summer Camp, then, is simply to support the troop in its work. The troop should function better during the other 51 weeks of the year because of the 1 week they spend at Fire Mountain. Camp must serve as a practical demonstration for the best of Scouting's ideals and practices.

We constantly support and reinforce the Patrol Method – the method by which youth in groups with youth leaders, train themselves in Scouting skills. The patrol method is the one thing that makes Scouting different from other programs for young people. It is as much a part of Scouting as the Scout Oath and Law, and it is a fundamental requirement of good “Scout Camping.”

There must be certain activities over which the patrol has complete responsibility. This is necessary in developing leadership and gaining a true understanding of the Scout program. Helping unit leaders to understand and support the Patrol Method is one of the most significant services which a staff member can render.

The Mission of the Staff of Fire Mountain Scout Camp

It is the honor of the Fire Mountain Camp staff, to provide every Scout, Scouter, parent, or guest who comes to our camp a LEGENDARY SCOUT CAMP EXPERIENCE while they are participating in our life-changing programs! We are committed to providing the best facilities, programs, and leadership that will constantly exceed the expectations of all who enter through our camp's gates. Our Camp is a safe haven for experiencing the best of the adventures and values of Scouting as envisioned by our founders, those who came before us and those who will someday join us as Fire Mountain Camp Staff.

“Our obligation is ancient, our legacy will be eternal, and so we will never give up”

Why do we have Camp Staff?

The Camp Staff exists to accomplish the aims of Scouting through the methods of Scouting. Summer camp staff members have a unique opportunity to work in a true Scouting environment providing an effective program designed to build desirable qualities of character, citizenship, and physical and mental fitness. Scouts come to camp for a week of fun – with advancement and adventure – but we must do more than provide entertainment. Every unit in camp must have a program of fun and adventure with value to every participating Scout. More importantly, summer camp staff members have an opportunity to make a unit's year-round program stronger thus leading to an overall greater Scouting experience. To accomplish this objective, the camp staff works in several areas of leadership:

- Helping train youth troop leaders to make their programs fun and effective.
- Counseling youth leaders for a complete understanding of the purpose of camping.
- Counseling with youth leaders to make the patrol method work.
- Providing instruction in aquatics, scoutcraft, ecology-conservation, and handicrafts.
- Helping all campers, by example and personal effect, to have a happy, worthwhile experience.

The program in camp is under the leadership of the unit and program staff. The staff provides the facilities, program opportunities, equipment, business administration, health and sanitation services and maintenance. Staff members who perform these services are vitally important to success.

Every staff member should demonstrate certain basic qualities and live by the highest Scouting standards. Everyone must show evidence of acceptance of the Scout Oath and Law as guiding principles in daily life. Staff members set a good example by wearing the Scout uniform, having a positive attitude, and demonstrating clean habits of speech and action.

The Staff as a Team

Teamwork is an extremely important part of our attitude as staff members. Regardless of our specific job assignment, all of us are here at Fire Mountain Scout Camp to deliver Scouting to youth. For us to be successful, we must act as a team, committed to this one purpose. This will not only improve our job performance and relation to campers, but it will help our interactions with each other as well. Over the course of seven and a half weeks, the staff will become a close family, working together and living together. We can develop an interdependence that shows through unity and friendship. Each staff member has a specific job assignment through which an individual's knowledge and skills can best serve the camp. However, there are numerous other functions not covered by any one position. These tasks include camp set-up, staff training, assisting with check-in, being a campsite guide, maintaining facilities, and cleaning up camp at the end of the season.

A group can work more effectively if its members can improve on the following:

- Communicating
- Knowing and Using Resources
- Understanding the Characteristics and Needs of the Group and Its Members
- Planning
- Controlling Group Performance
- Effective Teaching
- Representing the Group
- Evaluating
- Sharing Leadership
- Counseling
- Setting the Example

Personal Traits That Make a Success of You

When all is said, when the chips are down, it is up to you to see that the show goes on. You own personal habits make the program at camp work successfully. Develop the following and you won't go wrong:

- Patience – with camper, adults, ideas, the weather, and your fellow staff members.
- Enthusiasm – for your job, the camp, the Staff and the way we do things for Scouting.
- Alertness – for new ideas, for the needs of others.
- Willingness – to do a little more than your share, to try something new, and to let the other person have ideas (they might be right).
- Perseverance – to see the job through, to continually look for better ways.
- Cooperation – ready to lend a hand, an idea, to work with others.
- Scout Oath and Law – if we can keep ever mindful of this creed, we have little to fear.

Staff Relationship to Program and Administration

Staff members are the ones who set the time for camp. Individual responsibilities vary, but every job has three aspects: supervision, counseling and instructing.

Staff members as Supervisors: There are always certain functions and activities in the camp that require personal supervision by the camp staff. These include: the health program, aquatics, mountain sports, COPE, climbing & rappelling, shooting sports, campsite and health safety, general store, and camp sanitation.

Staff members responsible for these functions are expected to support, regulations or practices that are necessary to maintain the standards set by the Boy Scouts of America and governmental activities. Mature, responsible and qualified persons are necessary for such positions. Being a successful supervisor is related to the other aspects of your job: Counseling and Instructing.

Staff members as Counselors: One of the most significant duties a staff member has is the counseling relationship. Reduced to its simplest terms, this means being friendly, understanding, and helpful. Every staff member must be alert to sense the needs of unit leaders and scouts, and be prepared to help them in informal ways by making suggestions, giving words of encouragement, helping on the spot with simple problems, and referring special problems to a member of camp management. Scouts with more substantial problems should be introduced to a camp manager, who will involve the Scout's unit leadership as appropriate. Being a successful counselor is related to the other aspects of your job: Supervising and Instructing.

Staff members as Instructors: The foundation of Scouting is found in its skills. A Scout is expected to be prepared for "any old thing" - to find their way in the woods, to swim, to handle watercraft, to be able to save a life, to conserve natural resources, and to do a hundred other things associated with self-reliance and the skills of living. The most important resources we have in Scouting to back up these skills are people – competent, well-adjusted staff members who can share their knowledge with leaders and Scouts. The Scouts you work with will take their new knowledge and skills back into the world with them; your instruction must serve them well. Being a successful instructor is related to the other aspects of your job: Supervising and Counseling.

When doing your work at camp, remember the wisdom of Lord Baden-Powell, "There is no teaching to compare with example."

Customer Service

Your status as a camp staff member carries with it an obligation to instill the values of the Boy Scouts of America. The Scouts and Scouters who come to camp must see and experience - in you - the values so firmly established in our long history. The Scouts, Scouters, and other camp visitors are our customers.

Scouting is not a tangible product, instead it is an idea or skill that moves with a scout through their whole life. Our product is the time they spend with us learning and honing those skills.

To that end, all summer camp staff members are providing a service. The camp and its staff are representatives of Scouting in general and specifically of Mount Baker Council to those who have come to camp, similar to a customer going to a department store. Have you ever seen an impolite salesclerk or store manager? Did that leave any lasting impressions? We have a product and service that is being offered which the campers have paid money for. In some respects, camps are like a big department store with specific departments that are available to the customer. The supervisors and staff members assigned must represent not only their own area, but also the camp or "store" as a whole.

Each Scout may want to just browse, try something out or want something specific. It's our job to satisfy the customer to the best of our abilities in a polite, friendly, and courteous manner. *Sounds like the Scout Oath and Law, wouldn't you agree?* Do we want our customers to walk away happy and satisfied or grouchy and frustrated? How we act and talk is 80% of the job to make them happy and satisfied customers. The other 20% is knowing the answers or where to get the answers.

It goes without saying, that a staff member's helpful and cheerful attitude, regardless of the other person's attitude, is crucial to the success of a winning situation in camp. No one should walk away confused or unsatisfied.

Your program area must be kept clean, neat and attractive. Above all, be attentive, interested, and willing to provide service to all our campers. Ask how things are going this week and if there are any needs, questions, or help needed. If you don't know the specific answer to question or concern, direct the camper to the next appropriate person who might know the answer. There is no shame in saying, "I don't know, but let me find out." Never just say, "I don't know!" or "That's not my area of responsibility," you might have just created a dissatisfied customer.

Leadership

Through the years, many things have been said about leadership, but few have put it precisely and accurately as Waite Philips, the donor of Philmont Scout Ranch.

The boss drives his men;	the leader coaches his team.
The boss depends on authority;	the leader on good will.
The boss inspires fear;	the leader inspires enthusiasm.
The boss says, "I";	the leader says, "We."
The boss assigns the task;	the leader sets the pace.
The boss fixes the blame for the breakdown;	the leader fixes the breakdown.
The boss knows how it is done;	the leader shows how.
The boss makes work drudgery;	the leader, a game.
The boss says, "Go";	the leader says, "Let's go."

The world needs leaders; but nobody wants a boss.

Expectations of Camp Staff

Your Very Best

At Fire Mountain Scout Camp, we set high expectations of our Scouting program. We have made the promise to the campers and leaders to have an enthusiastic, and exciting camp. Camp staff is a challenging job, but it's a job worth doing. We spend every day doing our best to make Fire Mountain Scout Camp the pinnacle of the Scouting experience.

Being on Time

- Time management is important
- Being on time is part of customer service and professionalism
- Be punctual and arrive 10 minutes early
- The Program Director establishes Camp Time, all clocks and watches are set to this

Reveille & Taps

- The staff day starts on the parade field at 7:30am.
- Remember that a Scout is helpful. Bunkmates should help each other to be awake and on time.
- Taps is at 10:00pm, this signals quiet time for the whole camp, including staff
- Be in the Staff Village by 10:30 pm
- All lights out is at 11:00 pm, everyone in their bed and quiet
- These apply unless on camp business approved by camp management

Staff Village

- Staff are assigned to cabins during staff week. For safety reasons, changes must be approved by camp management.
- The staff village is a more pleasant place to live when it is clean. Everyone should contribute to keeping it that way:
 - Cabins and the rest of the Village need to always be tidy, swept, and organized
 - There will be general and common area cleaning that all staff participate in
 - Common area cleaning will be assigned with staff patrols during staff week
 - Camp management will conduct weekly health and safety inspections of the whole Staff Village
 - Laundry soap is provided. We will discuss laundry etiquette and procedures during staff week.
- Cabins are private space, you should not enter someone else's cabin
- Follow youth protection guidelines for all male and female interactions (ex. 1 male + 2 females or 1 female + 2 males)

Personal Appearance

- A Scout is Clean: your personal appearance reflects on your job
- You are expected to shower on a regular basis and have hair and beards/moustaches neatly trimmed
- Personal jewelry should not interfere with your job or safety.

Attire

- See "The Staff Uniform" for complete guidelines
- Our appearance sets an example for the Scouts.
- Pride in your appearance and dress shows professionalism and competence

Dining Hall

- Three meals are served in the dining hall each day
- On-duty staff are expected to attend mealtime assemblies and meals unless excused by their Area Director. Directors should report on absent staff members to the Program Director.

Kitchen Policy

- The head cook or camp management will give permission for other staff to enter the kitchen
- Staff may be asked to assist in serving meals and coordination of dining hall service
 - This is within the job responsibilities of ALL staff

Paychecks

- Issued every 2 weeks (around the 15th and 30th of each month)

- Calculated on each full week worked
- If your employment is interrupted for any reason, your salary will be prorated for the days worked. Payroll deductions will occur when there is
 - Failure to arrive when expected
 - Leaving early
 - Damage to camp property
- Your salary information is kept confidential by the camp administration
 - you are advised to do the same

Medical Information

- Current copy of the Annual Health and Medical Record (AHMR, parts A, B, and C) is required
 - Medical forms must be valid for the entire camp season (parent/guardian and doctor signatures within the past 12 months)
 - Pre-screen medical paperwork
- Staff members will have an opportunity to complete a physical exam for the Part C form upon arrival at camp, if they cannot schedule an appointment ahead of time. The estimated cost is \$50
- Health histories and physical examinations are kept on file in camp following HIPPA regulations and BSA policies
- The camp health officer screens every AHMR for health concerns relevant to the job.

First Aid

- Trained First Aid personnel are always available
- Minor injuries or illnesses will be treated at the camp health center
- Any staff member who requires treatment beyond the abilities of the camp medical staff will be transported to the hospital or medical clinic
- If religious faith prohibits the above requirements, the staff member must provide a written statement from their parents and health practitioner attesting to their health
- Staff members are recommended to have First Aid and CPR training
- If you treat an injury anywhere in camp, follow specific procedures *as trained during staff week* to support that individual. All injuries need to be reported to the health officer
- All staff members will participate in Mount Baker Council blood-borne pathogens training

Prescription Drugs

- Per NCAP standards, all prescription medication must be kept in a secure location, or on your person. There is an exception for a small amount of emergency medication (EpiPen, emergency inhaler, etc.).
- You may choose to store your medication in the camp health center. In that case:
 - Place your pharmacy-issued containers in a plastic bag
 - Clearly indicate your name and the expiration date on the bag

Insurance

Your family/personal insurance plan is your primary plan. All claims will first be submitted to those plans. All staff members are additionally covered by secondary insurance as per the council insurance plan. As an employee, you may also be eligible for coverage under Washington State's Labor and Industries insurance.

Job Description and Schedule

- All staff members have specific duties relevant to their position, as well as general tasks that all staff are responsible for.
- Additionally, all staff members are called upon from time to time to do other tasks
 - We ask that staff be flexible and take on "other duties as assigned"

Training, Counseling, and Evaluations

- Camp staff will comprise approximately 50 Scouts and Scouters
- Key directors have completed National Camping School for training and certification

- All staff (unless otherwise released by the Camp Director) must participate in a one-week training program before camp (Staff Week).
- Staff member available resources include:
 - Area directors
 - Program Director
 - Business Manager
 - Head Commissioner
 - Camp Director
- You can expect two formal evaluations and multiple check-ins over the summer:
 - Opening evaluation after Week 1 - you and your evaluator will set goals for the remainder of the summer
 - End of Season evaluation - may be used in the following year's hiring process

Personal Effects

- Fire Mountain Scout Camp is not responsible for lost or stolen items
- Camp management will maintain a staff lost and found
- Follow the Scout Oath and Law
- Respect everyone else's property
- Food items that are stored in the Fire Eagle's Nest refrigerator/freezer
 - Items not eaten after 10 days will be thrown away
 - Labeled with your name or in a labeled container
- If you choose to bring items of value to camp, please secure them:
 - Leave them in the Staff Village
 - Secure it in a lock box in your cabin
 - Store it in your locked vehicle
- Do not discuss how much or where you keep cash with anyone
- Only video/movies/DVDs/RPGs/table or online games rated G, PG, or PG-13 are allowed at camp. This applies to games of any kind.
- Pornographic materials of any kind are not permitted
- Respect your living area. No tacks, nails, or adhesive of any kind may be used to hang items on walls.

Electronics and other Electrical Devices

- You are responsible for the safety and security of your own equipment.
- Working hours are for working – non-working hours is your opportunity to use your electronic equipment, unless it relates directly to your job.
- Cell phones are to be left in your cabin, with the exception of area directors.
- If the use of your electronic device begins to negatively impact your ability to complete your job responsibilities, your privilege to access your equipment in your space will be revoked.
- If you choose to allow others to use your electronic equipment, you assume all responsibility for any damage they may cause.
- Staff members may choose to bring a computer or tablet to camp. Everything on the computer or tablet must be Scout appropriate.
- Please note that internet access at camp is a limited resource and shall not be abused. Downloading large files puts stress on the limited bandwidth and can impact camp operations; it should be avoided.
- Extension cords/power strips: All extension cords, power strips and similar devices must be UL approved and of high quality.
- **If it can be heard from outside the cabin, then it is too loud.**
- No refrigerators. There is a communal refrigerator in the Fire Eagle's Nest.

Remember that electricity is paid for by the camp budget. Budget money comes from camper fees. Many Scouts work very hard to get the money just to come to camp for a week. If we overspend our electricity budget, it hurts our program budgets, which hurts our ability to do our job.

Time Off

- All staff members are required to be available for the entire summer camp season,
 - or as noted by your employment contract.
- All leaves of absence must be requested to the Camp Director prior to staff week.
- Off duty from noon every Saturday until noon on Sunday.
- You will be given a schedule with meals, class times, breaks, and evening program assignments.

Leaving Camp

- Due to our COVID19 exposure control plan, staff are asked to minimize their departures from camp. Specific training on protocols for unavoidable absence will be discussed during staff week.
- A minimum number of staff must always remain in camp when camp is in session
- Any staff member leaving camp must check out with camp management.

- If you are under 18, you may only leave camp with those individuals specifically mentioned on your "Permission to Travel" form.
- Staff members are not granted permission to leave unless all duties are completed or can be covered by remaining staff members.
- Observe the Boy Scouts of America adult and youth guidelines and regulations and obey all traffic laws.

Staying at Camp on the Weekend

- Due to our COVID19 exposure control plan, staff members are asked to remain at camp over the weekend when possible.
- While on camp property, all camp and BSA rules and regulations must be followed.
- While off camp property, all staff must follow the requirements of Permission-to-Travel forms and observe State and Local laws.
- Youth staff at camp are under the care of the designated Weekend Supervisor.

Bikes in Camp

- All riders must wear a helmet.
- Park in designated areas
- Bicycles may be ridden on designated roads in camp.
- The speed limit in camp is 5 MPH, about a fast walking pace.

Motor Vehicles at Camp

- All staff vehicles must be parked in the parking lot with a parking pass in their windshield.
 - Except those designated as emergency transportation, or otherwise allowed by the Camp Director, Assistant Director, and Program Director
- Drivers under the age of 18
 - must have specific permission to drive themselves on their Permission to Travel forms
 - must turn in their vehicle keys to the Camp Director during the week.
- Motorbikes and ATV's are not allowed on camp property.

Smoking, Vaping, Drinking, and Drugs

- Staff members under 18 years of age may not possess or be under the influence of alcohol, tobacco, or marijuana at any time while employed by Mount Baker Council. This includes smokeless tobacco and vapes of any kind.
- Staff members under 21 years of age may not possess or be under the influence of alcohol or marijuana at any time while employed by Mount Baker Council. This includes vapes of any kind.
- Tobacco use must never happen in front of Scouting youth, including youth staff members. Tobacco users must go to the designated area off-property. Speak with Camp Management if this applies to you.

Gambling

- No gambling of any sort will be allowed on the camp property by staff members, Scouts or leaders.

Candles

- Flames of any source are not permitted in cabins and buildings
- Please use electronic candles if a desk lamp will not suffice.

Wildlife Encounters

- Please leave all animals, birds, and reptiles alone.
- If you see an animal behaving strangely, this should be reported to camp management immediately.

Guests

- Any guest must complete the camp COVID Screening questionnaire.
- Visitors must abide by all the rules and regulations of Fire Mountain Scout Camp, Mount Baker Council, and the Boy Scouts of America.
- All visitors must leave by 10:00 pm, unless prior arrangements have been made.

Visitor Identification

- All persons in camp during the week must be identified.
- Based on the names on the Troop Roster, an equal number of wrist band ID bracelets will be given to the unit leader, who will ensure that these are properly attached to each member of their unit.
- Likewise, any camp visitor must also display a wristband, which will be of a contrasting color.
- Staff should inquire of anyone without a wristband and refer them to the Administrative building so that a wristband can be issued.
- If the person refuses or acts in an unusual manner, immediately contact the Camp Director, Assistant Camp Director, or Program Director.

Pets

- Working service animals only please.
- Seek prior approval from Camp Management before bringing any animal to camp.

Language

- Vulgar language has no place in Scouting or at camp.
- This includes speech (in front of campers or not), clothing, literature, decorations, etc.
- If you are accustomed to speaking in this way, then please make plans to change immediately.

Mail

- Mail is delivered to camp each day and distributed to units by Campsite Guides.
- Mail is very personal and should be treated as such.
- Mail addressed to other staff members, campers, leaders, or the camp is not your business or concern.
- An outgoing mailbox will be located in the Administrative building.
- Mail may be addressed to:
 - (Your Name)
 - Camp Staff
 - Fire Mountain Scout Camp
 - 26027 Walker Valley Road
 - Mount Vernon, WA 98274

Program Area Use by Staff

- Staff members can expect opportunities for special “staff only” events in popular program areas.
- Staff members will obey all safety rules and the instructions of qualified staff on duty.
- Properly certified and authorized staff is required to be present when using a program area.
- All staff, without exception, will follow all BSA regulations.

Turner Family General Store at Fire Mountain

- Only the general store manager, general store staff, and camp management will be allowed
 - Behind the counter
 - In the cash register
 - Conduct inventory
 - Stocking shelves
 - In the storeroom of the General Store
- Camp management must approve exceptions to this for
 - Conducting inventory
 - Stocking shelves

- Entry into the storeroom of the General Store
- Merchandise will be paid for upon receipt, staff are not exempt from this.
- All cash management accounting procedures will always be followed.
- Only general store staff and camp management will have access to safe combinations, and cash storage locations.

Camp Equipment

- Each staff member is personally responsible for the equipment in their area.
- The ranger or commissioners will establish a system for checking out tools for use in camp.
- All tools must be checked in the day they are checked out, unless special permission is obtained.

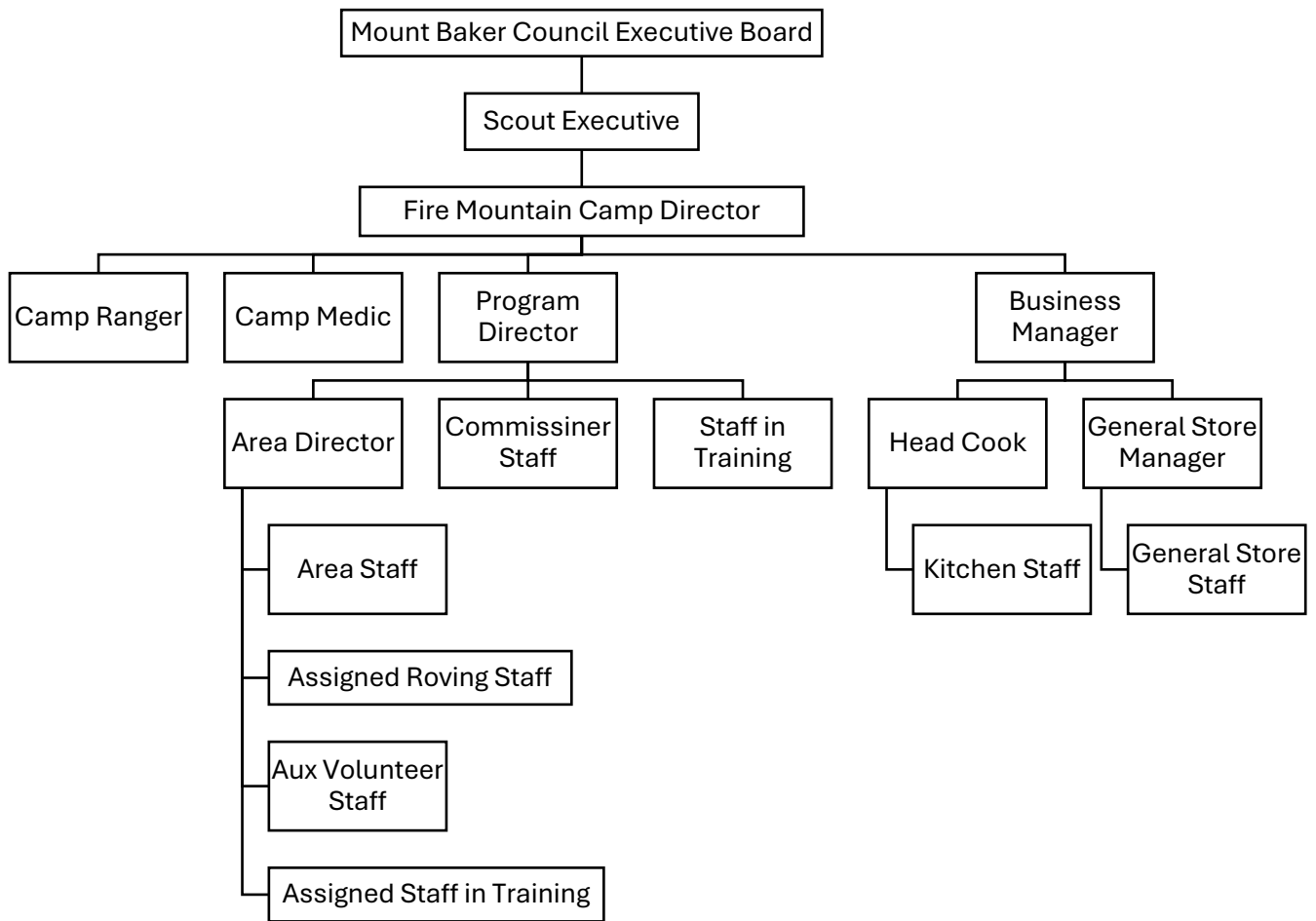
Professional Staff Entering Camp Area and Facilities

- For safety inspection and supervision, the Scout Executive and/or Camp Director, Assistant Camp Director, or Program Director may come visit areas from time to time.
- As with all visitors, professional staff need to sign into the office when visiting camp.

Camp Staff Organization

- Fire Mountain Scout Camp staff are under the leadership and direction of the Council Camp Director.
- Fire Mountain Scout Camp has a camp director who is responsible for the overall operation of the camp, including all support services, and program.
- The staff is organized into a multi-tiered organization, which follows a chain of command, which ultimately reports back to the council's volunteer executive board.
 - Look on the chart below, the position above you is your immediate supervisor.
 - This is the person who gives you direction in your job, and who you go to if you have a concern.
- An effective staff follows the chain of command because it respects the responsibilities of each person in the chain and ensures that problems can be resolved quickly and efficiently.

Fire Mountain Scout Camp Staff Organization Chart



Staff Discipline

The Law of the camp is the Scout Oath and Law. First and foremost, staff members are expected to be self-disciplined in their behavior at camp. When that fails, your area director will handle minor problems and camp management will handle major problems. REMEMBER: We as a camp staff are examples for the Scouts.

3 Strikes Rule

1. First offense – Verbal reprimand or warning is given by your immediate supervisor.
2. Second offense – After consultation with you and your immediate supervisor, camp management will write an agreement stating the nature of the offense and the desired behavior. It will be signed by you and your area director.
3. Third offense – Failure to meet the requirements of the signed agreement can mean immediate dismissal.

The camp director has final authority in the dismissal of a staff member.

Immediate Termination Offenses

These offenses must be reported immediately to the camp director. They may result in termination. Staff members who are aware of other staff members who have committed one of these offenses, and do not report it, may also be subject to termination.

1. Willful or purposeful destruction of personal or camp property.
2. Any staff member being in possession or under the influence of alcohol or marijuana on camp property.
3. Any staff member under the age of 21 being in possession or under the influence of alcohol or marijuana at any time while employed by Mount Baker Council.
4. Any staff member under the age of 18 being in possession or under the influence of tobacco products at any time while employed by Mount Baker Council.
5. Any staff member being in possession or under the influence of an illegal drug or any kind while in the employment of the Mount Baker Council.
6. Direct violation of camp rules per your employment agreement or code of conduct.
7. Possession of unauthorized camp keys. Unauthorized use of camp keys.
8. Physical or extreme emotional violence towards a staff member, youth, unit leader, or camp visitor.
9. Evidence of child abuse.
10. Illicit or illegal sexual behavior.
11. Any violation of local, state or federal law.
12. Possession or use of fireworks on camp property.

Creating Change in Program

During the season, many staff members have ideas for updating the camp program in various ways. Camp Management encourages thoughtful innovation and wants to ensure our customers receive the best program possible. Any camp changes need to be considered against the published Program Guide, which is what our customers expect to find at camp. Therefore, when you have an idea for changing camp program, be prepared to answer these 5 questions:

1. What are you trying to accomplish with your change?
2. How will your change improve the Scouts' experience?
3. How will your change impact existing camp programs?
4. What risks are created by your change, and how will they be managed?
5. What costs are involved in your change? (Staff, materials, etc.)

Area Director Responsibilities

- Have an understanding and familiarity of merit badges taught in assigned program area, including facts and requirements. Must be able to teach each one effectively and train staff to do the same.
- Be the first source of supervising, counseling, and instructing staff members in your area. Seek assistance from program director when necessary.
- Report to Program Director.
- Responsible for development of area's staff members. Keep program director informed of staff members' progress and needs.
- Evaluate assigned program and make improvements where needed or helpful.
- Maintain inventory of assigned area's program equipment.
- Supervise and train staff in training assigned to area (if applicable).
- Maintain and assist in developing teaching aids as required in assigned area.
- Work with program director, commissioner corps and other staff in planning, staffing and coordinating camp-wide events, campfires and activities.
- Utilize mid & end of season evaluations as an opportunity to instruct staff and help them grow.
- Perform duties as determined by camp management.
- Work with troops, scouts, and unit leaders. Answer questions or find answers for any that seek information. Treat all customers with utmost respect. You are an important link in the public relations chain with our customers. Seek help from a commissioner, or experienced staff member.
- Assist in opening and closing of camp.
- Be early for all appointments, classes, flag ceremonies, assemblies, meetings etc...
- Wear the appropriate uniform for daily activities.
- Be a good example of the Scout Oath and Law.
- Go to bed early enough to get the rest needed to be effective in your job.
- Be clean. This includes your living quarters, clothes, body, language, mind, etc.
- Participate in staff development week / directors pre-camp meetings
- Cheerfully greet everyone you encounter. Look them in the eye. Be genuine.
- Set the example and take the lead in campfires, assemblies, and other gatherings of campers. Lead songs, participate in skits, etc.
- Assist in promotion of Mount Baker Council camps.

Program Staff Responsibilities

- Have a working knowledge of all requirements of the merit badges you are assigned to teach.
- Report to area director.
- Evaluate assigned program and make improvements where needed or helpful, with the approval of area director.
- Constantly improve teaching skills. Seek assistance from area director for review and information.
- Maintain and assist in developing teaching aids as required in assigned area.
- Treat all other staff members, volunteers, and staff-in-training with respect.
- Perform duties as determined by camp management.
- Assist in opening and closing of camp.
- Be early for all appointments, classes, flag ceremonies, assemblies and meetings etc.
- Wear the appropriate uniform for daily activities.
- Be a good example of the Scout Oath and Law.
- Go to bed early enough to get the rest needed to be effective in your job.
- Be clean. This includes your living quarters, clothes, body, language, mind, etc.
- Participate in staff development week.
- Work with troops, scouts, and unit leaders. Answer questions or find answers for anyone who seeks information. Treat all customers with utmost respect. You are an important link in the public relations chain with our customers. Seek help from commissioners, experienced staff, or directors when needed.
- Cheerfully greet everyone you encounter. Look them in the eye. Be genuine.
- Have a sincere desire to help develop all scouts who come to camp.
- Participate in campfires, assemblies, and other gatherings of campers. Lead songs, participate in skits, etc.
- Assist in promotion of Mount Baker Council camps.

Operations Staff Responsibilities

- Report to operations area director.
- Wear appropriate uniform or work clothes for your area.
- Treat all other staff members, volunteers, and staff-in-training with respect.
- Perform duties as determined by camp management.
- Assist in opening and closing of camp.
- Be early for all appointments, classes, flag ceremonies, assemblies and meetings etc.
- Be a good example of the Scout Oath and Law.
- Maintain an appropriate sleep schedule to get the rest needed to be effective in your job.
- Be clean. This includes your living quarters, clothes, body, language, mind, etc.
- Participate in staff development week.
- Work with troops, Scouts, and unit leaders. Answer questions or find answers for anyone who seeks information. Treat all customers with utmost respect. You are an important link in the public relations chain with our customers. Seek help from commissioners, experienced staff, or directors when needed.
- Cheerfully greet everyone you encounter. Look them in the eye. Be genuine.
- Have a sincere desire to help develop all scouts who come to camp.
- Participate in campfires, assemblies, and other gatherings of campers. Lead songs, participate in skits, etc, as appropriate for your duties.
- Assist in promotion of Mount Baker Council camps.

Your Job as an Instructor

Most camp staff members are assigned to a program area as an instructor. These program staff members should keep the following information in mind. Even if you are not assigned a specific teaching area – all staff members have opportunities to teach and leave impressions on the minds of Scouts.

- LEAD BY EXAMPLE FOLLOW PPE AND SOCIAL DISTANCING GUIDELINES
- Adventures are the focus but remember to verbally link to scouting merit badges where appropriate
- Take special interest in each boy in your group. Summer camp is a real highlight in the Scouting year for these boys and most of them hold a great deal of admiration for the camp staff. You can make this experience better for each boy by giving him individual attention as he participates in your group.
- Learn the names of the boys in your group as well as you can. Pay attention to the boy who is on the quiet side. The loud and rowdy Scout should not get your attention first.
- Know from memory the merit badge requirements for the assignment you have. Also, know and follow the requirements in the Boy Scout handbook and appropriate merit badge pamphlet. Supplies of resource books are available for counselor use.
- Each merit badge instructor will keep a record, or those requirements completed for each merit badge for each Scout for each week. Two copies of this record should be turned into the camp office, along with the completed merit badge cards. All paperwork will be clear and legible. A record will be kept on file for future reference.
- Encourage each boy in your group to read and use the merit badge pamphlets. If his troop library doesn't have one, the trading post stocks them – each boy should have access to a book. Camp owned books should not be removed from their program area, except for staff references.
- We have an obligation to uphold the high standard of the merit badge program.
- Boys participating in your group will be expected to fulfil all the requirements for each merit badge; NO MORE, NO LESS! We must be firm in any area concerning these requirements. If you are unsure, discuss it with your area director.
- It is important that you show the leadership required to maintain discipline in your sessions. Be gentle and firm. If you need help, talk with your area director. Do this before things get out of hand. You can succeed as long as you are in charge of your group.
- Know what leaders have been told about the camp program. Read and be familiar with the camp leaders guide. As a staff member, you should be able to answer questions.
- Remain on station for the entire time of your period of instruction. If your instruction does not take the entire period, plan some practical work or projects related to the merit badge for the Scouts to accomplish. Keep them there for the entire period. A hands-on approach should be used whenever possible for instruction.
- Although you may schedule merit badge sessions for a particular time of day, if there is a Scout who is in need of a merit badge time that does not fit your current schedule, do all that you can to find a way to accommodate him.

Camp Policies Related to Youth Protection

The Boy Scouts of America's top priority is to protect the safety of youth. The BSA has developed "Barriers to Abuse" that create safer environments for young people involved in Scouting activities. All Scout leaders must comply with these policies. Violations of these policies put Scouts at risk and will result in disciplinary action, including expulsion from camp and revocation of membership. All camp staff members are required to understand these policies, enforce the policies, and report any suspected violations as directed by the camp director.

All camp staff are required to be current on Youth Protection Training before arriving at camp, and will further complete "Understanding and Preventing Youth-on-Youth Abuse" as part of Staff Week training. This training includes specific instructions concerning the following:

- The camp's policies for reporting suspected or alleged abuse
- Guidelines for personal behavior, including the appropriate use of technology
- Public displays of affection
- Policies prohibiting inappropriate relationships with youth
- Expectations for social relationships among staff when on- or off-duty
- Policies on bullying and sexual harassment
- Policies on discipline
- Social media policy
- And more

Although camp staff members are often only slightly older than campers, they must conduct themselves in an appropriate manner at all times. Staff members are role models for young and impressionable campers. Because staff members are also members of the "camp community" for the summer, they must adhere to a code of conduct that promote a safe and healthy environment for all. This applies whether on or off-duty. The Scout Oath and Law are excellent guidelines for conduct in all settings.

All campers are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or sexual jokes, pornography, sexual activity, demeaning behavior, and drugs and alcohol have no place in Scouting and may result in discipline up to, and including, the revocation of membership.

If you are informed of an abusive or questionable situation, go immediately directly to the camp director. Do not share this information with anyone else - it is confidential and private.

SCOUT CAMP 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 (e.g. 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 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, the Scouters Code of Conduct of the Boy Scouts of America and the policies printed in the **Camp Staff Manual**. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

I do hereby acknowledge that I have read and agree to comply with all rules, procedures, and information contained within this staff manual:

Staff Name: _____ Date: _____

Staff Signature: _____

(If staff is under 18)

Parent's Name: _____ Date: _____

Parent's Signature: _____

This copy to be detached and given to staff management upon acceptance of employment contract.